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By-Osso, Nicholas A., Ed.

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Prepared as a guideline for reports on facilities in square feet quantities in response to the Higher Education General Information Survey and other requests for facilities data by the Office of Education and other Federal and non-Federal agencies, facilities terminology is defined and numerically classified. Building area and room classification and inventory processes are described in detail. Building area is given six classifications--(1) gross area, (2) net assignable area, (3) custodial area, (4) circulation area, (5) mechanical area, and (6) construction area. The area classifications include definitions, descriptions, basis for measurement, limitations, and a graphic illustration of each term. Assignable and unassigned spaces are numerically coded by organizational unit, function, and type of room. In the type of room section inventory items are separately defined and described plus limitations and exclusions concerning each term. The final section contains the required report forms plus completion instructions. (NI)

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HIGHER EDUCATION FACILITIES CLASSIFICATION AND INVENTORY PROCEDURES MANUAL

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HIGHER EDUCATION FACILITIES CLASSIFICATION AND INVENTORY PROCEDURES MANUAL

Nicholas A. Osso
Editor

Charles T. Roberts
Project Coordinator

HIGHER EDUCATION STUDIES BRANCH
National Center for Educational Statistics

U.S. DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE
John W. Gardner, Secretary
Office of Education
Harold Howe II, Commissioner

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F. C. Nassetta, Acting Assistant Commissioner

S. Shtulman, Director, Division of Statistical Operations

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FOREWORD

This manual has been prepared as a guideline to assist colleges and universities in classifying building data in a consistent manner so that they might be more comparable as among both recipients and respondents.

The manual is the product of a joint effort by representatives drawn from institutions of higher education, from other Federal agencies, from within the Office of Education, and from professional and institutional associations in the field of higher education. Hundreds of respondents in institutions of higher education to whom early drafts were mailed for criticism and comment have made a valuable contribution. The National Center for Educational Statistics has coordinated efforts to define and classify terms most commonly used in its attempt to facilitate the transmittal of statistical information about higher education from institutions of higher education to State agencies and the Office of Education.

This manual is now ready for general use as a guideline for preparing reports of facilities in square feet quantities in response to the Higher Education General Information Survey and other requests for facilities data by the Office of Education and other Federal and non-Federal agencies. In future years, whatever the type or degree of detail required, every effort will be made to request data on bases consistent with the definitions and categories in this manual.

The National Center for Educational Statistics is not suggesting that existing inventory systems should be replaced by the procedures outlined here. Institutions may find it necessary to retain major portions of existing systems which have been devised to suit their individual needs. On the other hand the National Center for Educational Statistics does intend that the classification schemes presented here should be consistent with current best institutional practices and procedures.

The system described here will be under constant review and additional counsel will be solicited from all the areas of interest represented in the initial development, to the end that it may be possible for colleges and universities to submit statistical data on physical plant space with complete assurance that comparable entities are being reported by their peers and that this reporting method has been kept up to date with modern practice. To these ends, a review conference is already planned for 1968 and all comments by readers are eagerly welcomed.

Theodore H. Drews, Chief
Higher Education Studies Branch

ACKNOWLEDGMENTS

Several competent individuals cooperated (not only cooperated but compromised personal points of view willingly after thorough discussion) to arrive at a common language for inventorying building spaces. The expected outcome was visualized early in the deliberations and all obstacles were removed for calm pacing to the finish line. For their faithful and untiring efforts in compiling the system and writing the inventory procedures, special recognition is given to:

Harold Dahnke
Director of Space Utilization
Michigan State University
East Lansing, Michigan

Donovan Smith
Specialist, Physical Facilities
University of California
Berkeley, California

John Cleek
Facilities Officer
Oklahoma State Regents for
Higher Education
Oklahoma City, Oklahoma

They were members of the original committee which met in Washington, D.C., October 1966, to chart the course, determine scope and outline procedure. After two subcommittee meetings and a full committee meeting in New York City with William S. Fuller, Director, Higher Education Facilities Planning, New York State Education Department, as sponsor and host in February 1967, they again were asked to prepare the inventory procedures to accompany this document: Facilities Classifications and Inventory Procedures for Institutions and State Agencies.

Members of the full committee in addition to the subcommittee include:

Vernon Ausen
Director for Space Allocation
and Scheduling
University of Minnesota
Minneapolis, Minnesota

Harlan D. Bareither
Director-Central Office
on the Use of Space
University of Illinois
Urbana, Illinois

Robert Bokelman
Vice President for Business
Eisenhower College
Seneca Falls, New York

John Cleek
Facilities Officer
Oklahoma State Regents for
Higher Education
Oklahoma City, Oklahoma

Harold L. Dahnke
Director of Space Utilization
Michigan State University
East Lansing, Michigan

W. C. Freeman
Vice President
Texas A&M University
College Station, Texas

William S. Fuller
Director, Higher Education
Facilities Planning
New York State Education Department
Albany, New York

Thomas Goins
Facilities Specialist
Illinois Board of
Higher Education
Springfield, Illinois

Calvin C. Greene
Director, Physical Plant
University of Florida
Gainesville, Florida

James F. Hilgenberg
Space Planning Analyst
South Dakota State University
Brookings, South Dakota

Thomas R. Mason
Director of Planning
University of Rochester
Rochester, New York

Jesse B. Morgan
Business Manager and Comptroller
Tulane University
New Orleans, Louisiana

Ben L. Morton
Executive Director
Missouri Commission on
Higher Education
Jefferson City, Missouri

Robert Pringle
Assistant Executive Secretary
New Mexico Board of
Educational Finance
Santa Fe, New Mexico

Richard Richardson
President, Northampton County
Area Community College
Easton, Pennsylvania

John H. Schnabel
Registrar and Director of Admissions
Southern Illinois University
Edwardsville, Illinois

Frederick E. Schwehr
Space Allocations Coordinator
Board of Regents of State Colleges
Madison, Wisconsin

Donovan Smith
Specialist, Physical Facilities
University of California
Berkeley, California

Robert L. Smith
Director, Data Processing
Texas A&M University
College Station, Texas

R. B. Westkaemper
Director, Health, Physical Education
and Recreation
San Francisco State College
San Francisco, California

The following were representatives from the Office of Education:

Theodore H. Drews
Chief, Higher Education
Studies Branch
Division of Statistical Analysis

E. Eugene Higgins
Specialist, Higher Education
Physical Facilities
Higher Education Studies Branch
Division of Statistical Analysis

Felix H. I. Lindsay
Specialist, Higher Education
Studies Branch
Division of Statistical Analysis

Paul L. Mason
Specialist, Higher Education
Studies Branch
Division of Statistical Analysis

Paul L. Nance
Specialist, Higher Education
Studies Branch
Division of Statistical Analysis

Chalmers G. Norris
Director, Division of
College Facilities

Charles T. Roberts
Chief, Higher Education
Field Services Branch
Division of Data Sources
and Standards

William K. Winters
Education Specialist
Systems Analysis Branch
Division of Operations Analysis

Originally, two separate committees were given segments of the classification system in separate weeks in October 1966, one for defining terms and the other for classifying terminology. In each of the committee sessions they found that defining facilities terms and structuring them into appropriate classifications were closely intertwined activities; thereafter the two committees were combined into one. With preliminaries of philosophy, scope and outline determined, the details were assigned to a subcommittee which comprised the three, the writing committee and Richard Richardson. The result of two full committee sessions, intervening subcommittee meetings, and a favorable acceptance by a majority of responding institutions is this manual.

We express thanks to the Building Research Advisory Board for permission to use the National Academy of Sciences - National Research Council publication No. 1235, *Classification of Building Areas* for the text of Appendix C. The complete publication can be obtained from the Printing and Publishing Office, National Academy of Sciences - National Research Council, 2101 Constitution Avenue, NW., Washington, D.C. 20418 (price $2.00).

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PURPOSES

The data collected in a space inventory serve many useful purposes. These purposes include:

- Description of space quantitatively and qualitatively
- Description of space by type, by organizational unit, and by function
- Assignment of space appropriate to organizational units
- Conversion of space from one use to another
- Projection of long-range building needs
- Planning specific building projects
- Determination of operating and capital budget requests
- Determination of indirect cost rates for sponsored projects
- Rehabilitation needs
- Comparison with other institutions
- Interpretation of needs to many public groups

Briefly stated, a carefully devised space inventory provides useful information in the process of making decisions which are of both immediate and long-range interest to the college or university.

INVENTORY PROCESS

The physical facilities of a college or university may be described in many ways. Descriptive data may be developed for buildings or spaces or rooms within buildings.

Data concerning buildings might include such quantifiable data as square feet, number of floors, construction cost, number of rooms and number of stations. It might include such characteristics of buildings as year of completion, type of construction, name of the building, ownership, and source of funds. It might include such qualitative judgments as condition of the building and its suitability for the programs it houses.

Data concerning rooms might include such quantifiable data as dimensions, square feet, cubic feet, lineal feet of chalkboard, number of electrical outlets, and light level. It might include such characteristics of rooms as the type of room (classroom, laboratory, etc.), the college or university unit to which it is assigned, and the function (instruction, research, etc.) which it serves.

The temptation is great to enumerate all possible data concerning buildings, and the rooms within them, and to proceed to collect the data. But experience soon proves that the initial task is monumental. If it is not abandoned before it is completed the first time, it is soon set aside when the burden of the task of keeping such data up to date is realized.

The pages immediately following indicate the data which have been considered appropriate for collection with respect to buildings and rooms, respectively. Beyond those pages are directions, forms, and definitions which are necessary to the data collection process.

BUILDING INVENTORY PROCEDURE

Three quantifiable characteristics for buildings are required for a building inventory. These are gross square feet in the building, actual capital investment, and estimated replacement value. In addition, actual capital investment is further classified according to several source-of-funds categories.

The basis on which the building is available to the institution (owned, rented, shared, etc.), the date of initial occupancy by the institution, and the condition of the facility are necessary items of information.

In addition to the building name it is customary to identify each building by a unique number.

Institutions may find it useful to keep other items of information concerning buildings. Below are listed those inventory items which are considered necessary for State or national reporting as well as optional items of possible value to individual institutions. See examples for a suggested building inventory form.

Summary of Necessary Building Data

Building Number
Gross Square Feet
Actual Capital Investment
Estimated Replacement Value
Ownership
Date of Initial Occupancy
Condition
Source of Funds (Actual Capital Investments) for Building Initially Occupied after June 30, 1964
Institutional Identification

Summary of Optional Building Data

Building Name
Assignable Square Feet
Custodial Square Feet
Circulation Square Feet
Mechanical Square Feet
Construction Square Feet
Construction Cost
Furnishings Costs
Other Project Costs

Necessary Building Data

Building Number: A unique number should be assigned to each building in the inventory. It is recommended that this number serve no other purpose than the unique identification of a building. (Use of this number for sorting buildings to alphabetic order, for example, is not recommended since necessary revisions to the numbers complicate the historical stability of the record system.) This same building number should be used on the Room Inventory forms.

Gross Square Feet: The basis for determining gross square feet is specified in detail in Building Area Classification.

Actual Capital Investment: To the nearest thousand dollars, the plant fund investment for the building should be recorded including funds for building additions or capitalized renovations.

Estimated Replacement Value: To the nearest thousand dollars, the estimated replacement value of the building should be recorded. This estimate may be based on the full insurable value of the building or on unit costs for similar current projects.

Ownership: The basis on which the building is available for use by the institution should be indicated according to the following codes:

1. Owned by the institution or is being paid for on an amortization schedule
2. Not owned, but leased or rented to the institution at a typical local rate
3. Not owned by the institution, but made available to it at either no cost or at a nominal rate
4. Title now vested in a holding company or building corporation to which payments are being made by the institution; title will ultimately pass to the institution. (Includes lease-purchase arrangements.)
5. Not owned by the institution, but shared with an institution of less than college level
6. Shared with another institution of college level

Date of Initial Occupancy: It is recommended that the date of initial occupancy be recorded. For reporting purposes, however, only the following distinctions are necessary:

1. Unknown
2. Prior to 1900
3. 1900 through 1939
4. 1940 through 1949
5. 1950 through 1959
6. 1960 through

Condition: Each building should be rated according to its condition. This judgment should be independent of the movable equipment and/or furniture in the building. Three codes are provided for this rating:

1. The building is in satisfactory condition
2. The building needs major rehabilitation
3. The building should be razed. (This category includes buildings scheduled to be razed.)

Source of Funds: For all buildings initially occupied after June 30, 1964, identify the source of funds to the nearest thousand dollars. The detailed items so identified when added together should produce a total equal to the actual capital investment.

Institutional Identification: In reporting information at either the State or national level an alphabetic and/or numeric designation unique to each institution is required.

Optional Building Data

Building Name: It is recommended that at least an abbreviated form of the building name be maintained as part of the record.

Assignable, Custodial, Circulation, Mechanical, and Construction Square Feet: See Building Area Classification for the basis of measurement for each of these areas.

Construction Cost: Costs generally included here are: contract costs (general, mechanical, electrical, elevator, laboratory equipment, etc.), utility and site costs to a point five feet outside the building, architectural expenses, professional service costs, project supervision and other on site inspection service costs, such as surveys, test borings.

Furnishings Cost: Costs generally included here are: movable equipment (not requiring utility connections, fixed electrical hook-up, etc.). In general, office machines, laboratories supplies (test tubes, chemicals, etc.) and other expendable items are not included.

Other Costs: Costs generally included here are: land-acquisition and site-clearance costs, parking lot costs, utility and site costs beyond five feet of the building, equipment or furnishings costs not included above, and other costs charged to the project which were not included under construction costs or furnishings costs.

BUILDING REPORT FORM

1. Institution ______________________________

City and State ______________________________

	Gross Square Feet	Actual Capital Investment	Estimated Replacement Value
		Thousands of Dollars	
2. Total for All Buildings			
2.1 Non-Residential Buildings			
2.2 Residential Buildings			
3. Ownership			
3.1 Owned by the institution or is being paid for on an amortization schedule			
3.2 Not owned, but leased or rented to the institution at a typical local rate			
3.3 Not owned by the institution, but made available to it at either no cost or at a nominal rate			
3.4 Title now vested in a holding company or building corporation to which payments are being made by the institution; title will ultimately pass to the institution. (Includes lease-purchase arrangements.)			
3.5 Not owned by the institution, but shared with an institution of less than college level			
3.6 Shared with another institution of college level			
4. Date of Initial Occupancy			
4.1 Unknown			
4.2 Prior to 1900			
4.3 1900 through 1939			
4.4 1940 through 1949			
4.5 1950 through 1959			
4.6 1960 through			
5. Condition			
5.1 Satisfactory condition			
5.2 Needs major rehabilitation			
5.3 Should be razed			

SOURCE OF FUNDS BY CATEGORY
FOR ALL BUILDINGS INITIALLY OCCUPIED AFTER JUNE 30, 1964

			Thousands of Dollars
Governmental Appropriations	01	State government	
	02	Local government	
Federal Government Grants	03	Title I HEFA, P.L. 88-204	
	04	Title II HEFA, P.L. 88-204	
	05	Public Health Service	
	06	National Science Foundation	
	07	Other: Specify	
Direct Tax Levy	08	State government	
	09	Local government	
General Obligation Bonds	10	State government	
	11	State authority	
	12	Local government	
	13	Institutional	
	14	Title III HEFA loans under P.L. 88-204	
Revenue Bonds	15	College Housing Loan Program (HHFA)	
	16	Other than from HHFA	
Other	17	Pledged student building fees	
	18	Gifts and grants	
	19	Current funds	
	20	Investment of or borrowed from endowment funds	
	21	Investment of or borrowed from other college funds	
	22	Borrowed from private or commercial sources outside the institution	
	23	Source unknown	
	24	Other: Specify	

ROOM INVENTORY PROCEDURE

Minimal requirements for a room inventory includes the ability to distinguish one room from another. For this purpose a room number and building designation (name and/or number) are necessary and sufficient.

Since one of the basic questions to be answered by the inventory asks "How much?", a quantitative measure generally referred to as "assignable square feet" is used as the unit to be summed.

To the more complex question of "How much of each kind?", existing institutional systems have demonstrated somewhat dissimilar approaches. Analysis of these systems suggests, however, that basically three attributes of space are identified--even though in practice a one-dimensional or two-dimensional classification system may be used.

The attributes of a room which comprise this proposed standard classification system are:

(1) Type of room -- for example, classroom, office, laboratory.

(2) Organizational Unit (to which the room is assigned for use) -- for example, physical science, social science, library, general administration.

(3) Function -- for example, instruction, research, public service.

For a limited group of rooms--classrooms, class laboratories, and study facilities--the number of student stations is proposed as a useful additional statistic.

The above enumeration of items to be included in a room inventory does not include all of the necessary items for reporting data at a State or national level, nor does it necessarily represent all of the data, nor the level of sophistication, which might be used by individual institutions.

Below are listed those inventory items which are considered necessary for State or national reporting and optional items which institutions may find useful. See examples for room inventory forms.

Summary of Necessary Room Data

- Building Number
- Room Number
- Assignable Square Feet
- Organizational Unit--Standard Code
- Type of Room--Standard Code
- Function--Standard Code
- Number of Stations (for selected rooms only)
- Institutional Identification

Summary of Optional Room Data

- Building Name
- Room Dimensions
- Organizational Unit--Institutional Code
- Type of Room--Institutional Code
- Function--Institutional Code

Necessary Room Data

Building Number: A unique number should be assigned to each building in the inventory. It is recommended that this number serve no other purpose than the unique identification of a building. (Use of this number for sorting buildings to alphabetic order, for example, is not recommended since necessary revisions to the numbers complicates the historical stability of the record system.) This number should be the same as the number used on the Building Inventory forms.

Room Number: The system should provide sufficient space for a complete room designation, including alphabetic prefixes and/or suffixes. Institutions initiating a room inventory for the first time may find it necessary to create room numbers for otherwise unnumbered rooms.

Assignable Square Feet: The basis for measuring assignable square feet and its distinction from gross square feet and areas generally referred to as custodial, circulation, mechanical, and construction are specified in detail in Building Area Classification.

Organizational Unit--Standard Code: The classification system for Organizational Units is described in detail in Organizational Units.

Type of Room--Standard Code: The classification system for Type of Room is described in detail in Room Types.

Function--Standard Code: The classification system for Function is described in detail in Function Category.

Number of Stations: It is recommended that numbers of stations be reported for the following Types of Rooms, only:

110	Classroom
210	Class Laboratory
410	Study Rooms
420	Stack
430	Open-Stack Study Room
610	Assembly Facilities

Institutional Identification: In reporting information at either the State or national level an alphabetic and/or numeric designation unique to each institution is required.

Optional Room Data

Building Name: It is recommended that at least an abbreviated form of the building name be maintained as part of the record.

Room Dimensions: Some institutions have found it useful to record the dimensions for rectangular rooms and calculate square footage data *via* electronic data processing equipment.

Organizational Unit--Institutional Code: For maximum institutional utility of the room inventory data it is strongly recommended that the institution maintain a coding system which specifically identifies the institutional unit to which a room is assigned. The Standard Classification for Organizational Unit does not, for example, specifically identify Chemistry, Geology, Physics, etc., as individual units, but rather as Physical Sciences. While the Standard Organizational Units (and related Subject Field Classifications) provide a useful broad classification for reporting national statistics, the more detailed classification representing the institution's own organizational structure is necessary if maximum benefit is to be gained from the inventory.

Type of Room--Institutional Code: Institutions may find it desirable to develop further sub-classifications of the Types of Rooms indicated. For example, Classrooms might be subdivided to reflect Lecture Rooms, General Classrooms, and Seminar Rooms.

Description of Forms for Reporting Net Assignable Floor Areas

The development of these report forms had four basic aims:

(1) To replace the building-by-building reporting of facilities-inventory data, heretofore specified by the Office of Education, by tabulations of summarized amounts on a total-campus basis, with categorizations which hopefully will be compatible with those which may be developed for the purposes of program budgeting in higher education.

(2) To tabulate those summarized amounts consistently in terms of the broadest categories and least detail that would permit meaningful analysis at State and Federal levels, including the use of those data in connection with such Federal-aid programs as those established by the Higher Education Facilities Act of 1963 and related subsequent legislation.

(3) To establish a pattern which could be used for the tabulation of facilities-inventory data for entire groups of institutions in a State, a region, and the nation, with the greatest possible comparability.

(4) To permit these objectives to be achieved with minimum effort, both by institutions with established facilities-inventory systems, and by institutions which have not yet developed such records, particularly the many small institutions without the complex research and public-service programs of a large university.

General Description

The report forms thus begin with a simple one-dimensional (i.e., one-column) tabulation of the net assignable floor areas of an entire campus by types of rooms only (Report Form 1). Next, there is a series of multi-column forms in which those floor-area amounts are tabulated in two-dimensional matrices showing the distributions by room types and organizational units (Report Form 2), by subject fields and organizational units (Report Form 3), and by subject fields and selected room types (Report Form 4). Finally, the total-campus distribution by functions is concisely summarized (Report Form 5), and the distribution of those amounts for each of the three primary functions--instruction, research, and public service--is tabulated by subject fields (Report Form 6).

Simplification for Small Institutions

To simplify this reporting process for the many institutions without the complexities of research and public-service programs, the categorizations in Report Forms 1 through 4 have been confined to the standardized room-type categories and to those categories which are simply combinations of institutional units (academic departments, administrative offices, etc.) in terms of standardized groupings of those organizational units and the subject fields of those units which can readily be so categorized.

Thus, for a typical small institution, the total floor areas of the combined organizational units in column 2 of Report Form 2 would be entirely accounted for in column 2 of Report Form 3, with the occasional exception of a practice school, a home-management laboratory (practice home), or other organized activity unit which is in fact an administratively separate institutional unit (which thus would be reported in column 3 of Report Form 3, rather than in column 2 as part of the instructional department in that subject field).

Similarly, since Report Form 4 is based only on the standardized categorizations of room types and of organizational units and subject fields, no institution would need more than very elementary facilities-inventory records to complete that tabulation.

Allocations to Functions

The problem of allocating floor areas to the functions of instruction, research, and public service arises only in Report Forms 5 and 6. For the typical small institution, or for any institution with no formal research or public-service programs, the organizational-unit categorization is, in effect, the functional categorization. Thus, for those institutions, Report Forms 5 and 6 require little if any more than the copying of totals already tabulated in Report Forms 2 and 3, as indicated by the note on Report Form 5.

Even for the largest and most complex institution with an established facilities-inventory system, Report Forms 1 through 4 require only the translating and/or combining (a) of the institution's own room-type categories into these standardized room-type categories, and (b) of the institution's own organizational structure and its records of the "departmental assignments" of rooms into these standardized categories of organizational units and subject fields. For those institutions, also, the reporting of allocations to the functions of instruction, research, and public service is confined to Report Forms 5 and 6, but for a different reason than in the instance of the smaller and less complex institutions.

In the several established facilities-inventory systems of major universities, the allocations of floor areas to categories corresponding to those here defined as functions are accomplished by a great variety of methods. Those methods range from detailed allocations of the floor areas of individual rooms, sometimes performed as part of the physical-inventory operation itself, to computed allocations of the combined floor area of an entire group of rooms and/or departments, calculated not only subsequent to the physical-inventory operation, but by formulas based on such independent data as budgets, payrolls, financial reports, "time questionnaires," and various "workload" data. Thus, to accommodate all those methods of allocation, the results are here required to be tabulated in terms of functions in Report Forms 5 and 6 only.

In this connection, it should be noted that the allocation of floor areas to instruction, research, and public service in Report Forms 5 and 6 is intended to be essentially a distribution of the floor areas tabulated in

Report Forms 2 and 3 as assigned to the organizational units coded 1000 through 4999--i.e., generally not including allocations of the floor areas assigned to the "supporting" organizational units (library, etc.). Thus, for example, an institution's "allocation" of general administration and institutional services, computed for contract-overhead purposes in accordance with Circular A-21 (Bureau of the Budget) is not intended to be reflected in the allocation of floor areas to instruction and research (function codes 10 and 20) in Report Forms 5 and 6. Similarly, it is not intended that part of the floor areas tabulated in Report Forms 2 and 3 as assigned to departments of instruction and research (organizational-unit code 1000) be allocated to the public-service function (function code 30) in Report Forms 5 and 6 to reflect, for example, the use of on-campus classrooms or class labs by extension (adult or continuing education) classes which do not increase the needed amount of those facilities.

Comments on Each Report Form

Only Report Form 1 requires the tabulation of floor-area amounts of all itemized room types, and, even there, the "service" subcategories (multiple-of-5 codes) are tabulated separately for only a few types of rooms.

Report Form 2 summarizes the floor-area data of an entire campus on one page by using only the broad room-type categories (multiple-of-100 codes) beyond the classroom and laboratory facilities. No other form requires any greater detail than the tabulations in columns 3-7 of Report Form 2 for the organizational units which serve the institution's "supporting" functions.

It is only the total floor areas of the organizational units representing essentially the institution's combined primary functions of instruction, research, and public service (column 2 of Report Form 2) that are tabulated by subject fields in column 1 of Report Form 3, and are then correspondingly tabulated for each of those four groups of organizational units in columns 2-5.

In effect, each combined subject-field amount in column 1 of Report Form 3 is then tabulated by types of rooms in Report Form 4, but only for selected room-type categories. Those room-type categories were selected for this tabulation because they not only account for much of the facilities which directly serve the functions of instruction, research, and public service, but also are among the types of rooms for which various "space factors" and "unit area allowances" have been developed by physical-planning experts. (Such other facilities as classrooms are omitted from Report Form 4 because those facilities generally are best analyzed on a total-campus basis, and are tabulated on that basis in Report Forms 1 and 2.)

The "-A" and "-B" forms, supplementing Report Forms 3 and 4, would be completed only by the institutions reporting floor-area amounts for Health Sciences (subject-field code 230--i.e., organizational-unit codes 1230, 2230, 3230, and/or 4230) or Technical-Vocational Fields (subject-field code 700), respectively, to provide the corresponding data for those specific subject fields. Similarly, the supplemental Report Form 6-A would be completed only by the institutions reporting floor-area amounts for one or more of those three groups of subject fields--i.e., the abovementioned two and the Professions group (subject-field code 600).

Possible Further Improvements

Further simplifications of the reporting of facilities inventories should evolve rapidly. For example, since the completion of Report Forms 5 and 6 will require only retabulations of Report Forms 2 and 3 for many institutions, it might be well to eliminate the submittal of Report Forms 5 and 6 for those institutions where the appropriate retabulating would be virtually automatic.

More significantly in terms of reduced institutional effort, it may be acceptable in the near future for the Office of Education and State commissions for computer printouts equivalent to these report forms to be submitted in lieu of the printed forms by institutions with the necessary equipment and with coded facilities-inventory records which could be appropriately recoded to produce institutional reports with these categorizations in essentially these formats. Perhaps not quite so readily, it may become acceptable for duplicate cards or tapes to be submitted by institutions with such equipment and records, in lieu of any printed reports.

Finally, it should be noted that the report forms herewith are examples. The Office of Education forms will also include provision for entries identifying the institution and campus, the geographic location, the "as of" date, etc. (However, all data requests will be consistent with the procedures and definitions herein, whatever quantity of data is requested).

CLASSIFICATION
OF BUILDING
AREAS

CLASSIFICATION OF BUILDING AREAS

A logical beginning in devising a physical facilities, inventory system is the development of criteria for classifying, defining, and measuring the building areas. Several kinds of square footages need to be employed in expressing these areas; consequently, it is imperative that the users of the data have a common understanding of these elements when utilizing the data for space management purposes, planning future facilities, or making comparative space studies.

CRITERIA FOR CLASSIFYING, DEFINING, AND MEASURING BUILDING AREAS

1. Gross Area
2. Net Assignable Area
3. Custodial Area
4. Circulation Area
5. Mechanical Area
6. Construction Area

The following pages provide a set of definitions* to identify physical space in institutions of higher education. The six area types are adequate to describe the entire building and the function of each area. Except for any major remodeling of the building structure or layout, each area should remain constant for the life of the building.

It is recognized that there will be special situations for which some deviation or modification of an area definition may be necessary. However, the area in question must be assigned to one of the six area types.

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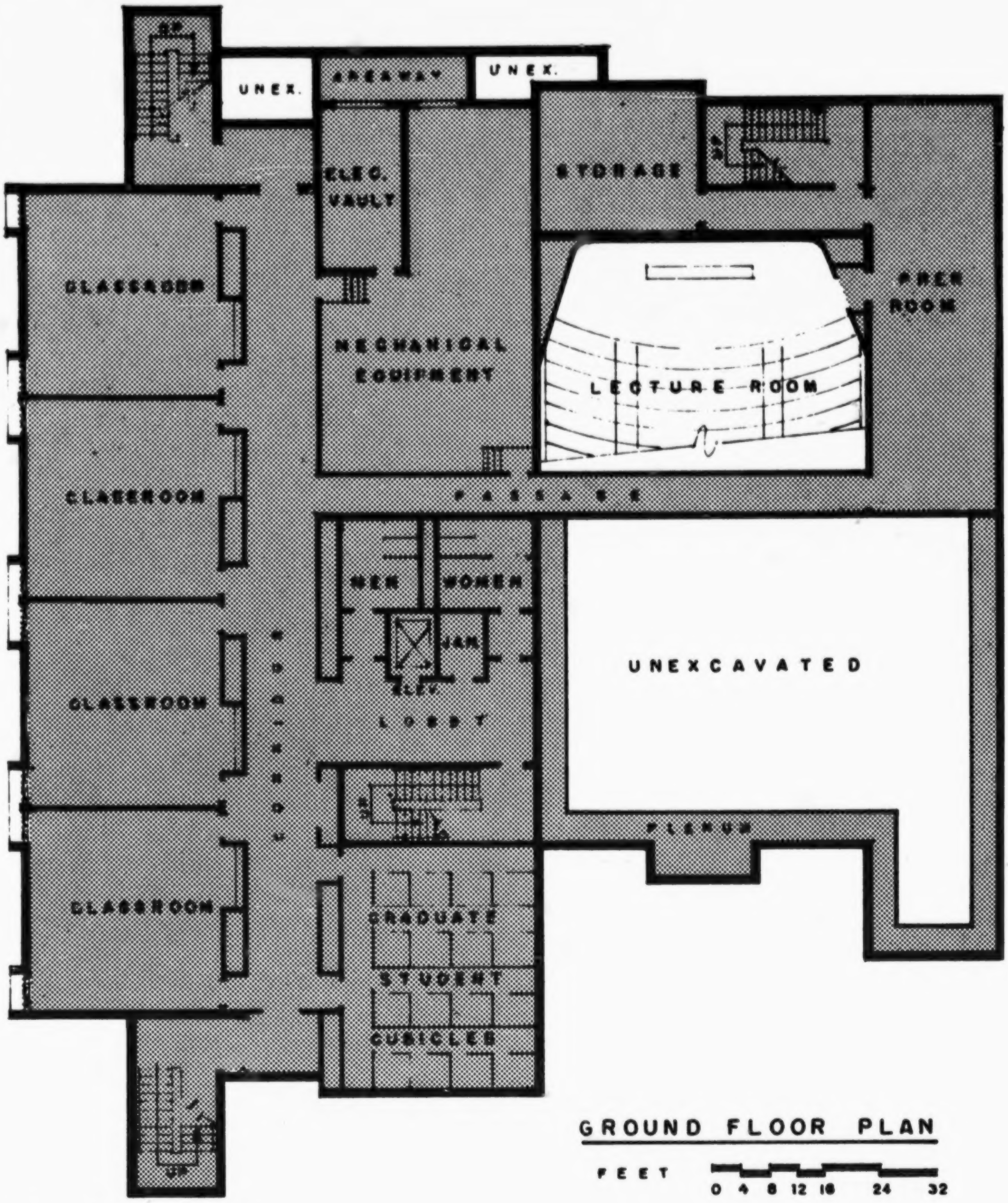
*The definitions of building areas are based upon Classification of Building Areas, (1964), Publication 1235, National Academy of Sciences - National Research Council. This publication is also titled Technical Report No. 50, Federal Construction Council, by Task Group T-56. The same criteria are also used in the CRISP project report titled "A Methodology for Determining Future Physical Facilities Requirements for Institutions of Higher Education" and in the University of Illinois report titled "Procedure for Inventory of Physical Facilities."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GROUND FLOOR PLAN

1. Gross Area
   a. Definition

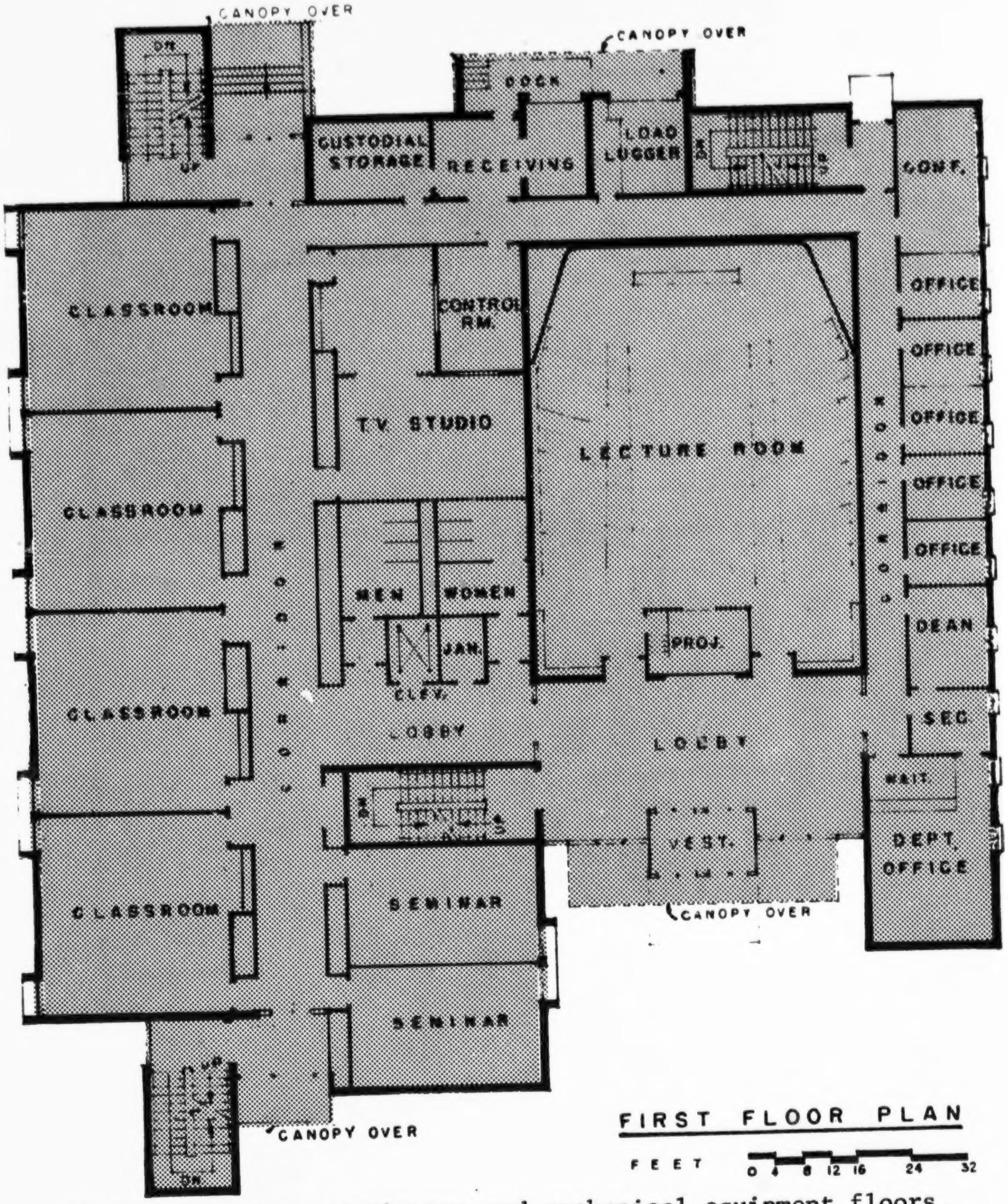
      "Gross Area" should be construed to mean the sum of the floor areas included within the outside faces of exterior walls for all stories, or areas, which have floor surfaces.

   b. Basis for Measurement

      Gross area should be computed by measuring from the outside face of exterior walls, disregarding cornices, pilasters, buttresses, etc., which extend beyond the wall face.

   c. Description

      In addition to ground - to top - story internal floored spaces obviously covered in "a" above, gross area should include basements (except unexcavated portions), attics, garages,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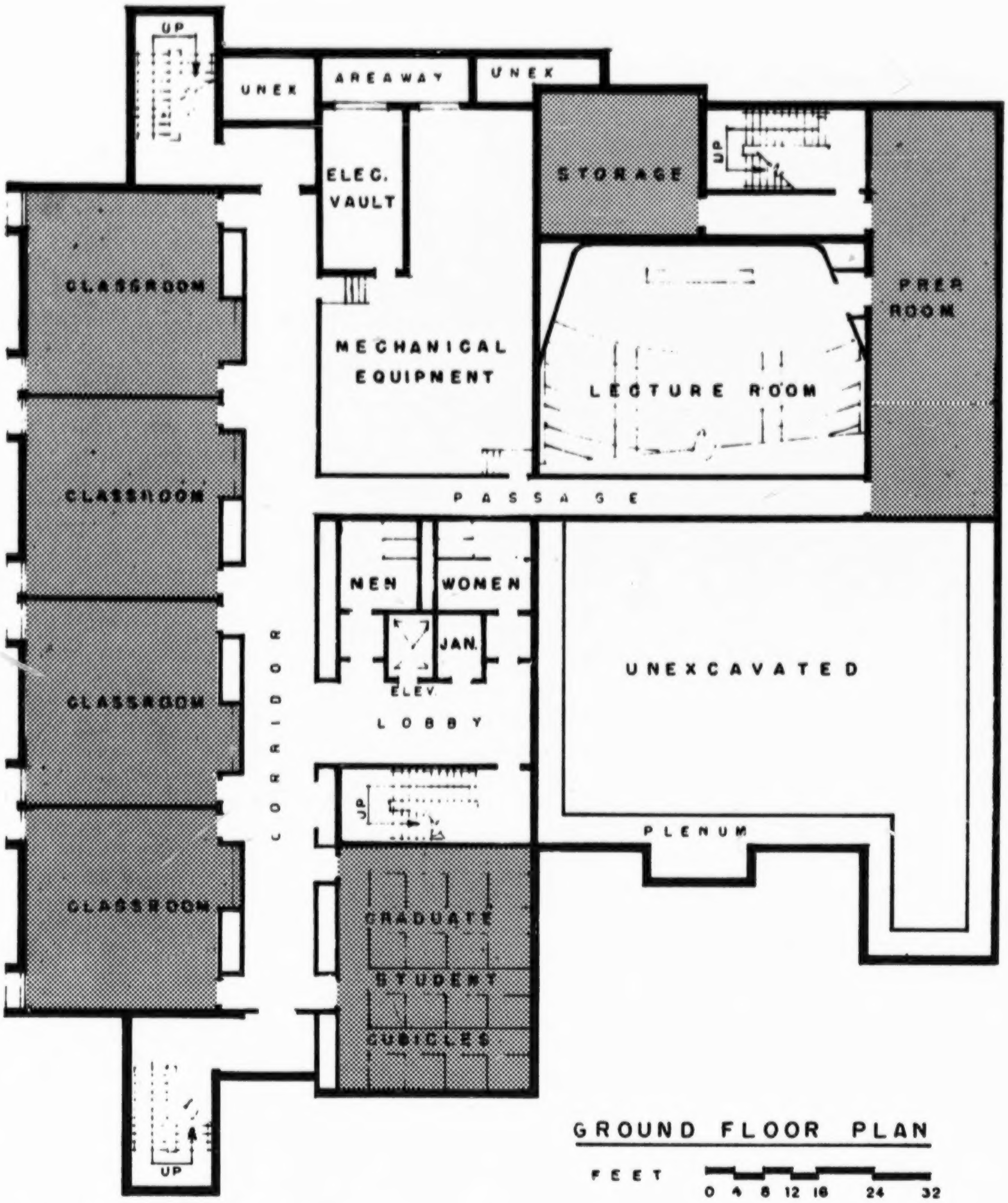
enclosed porches, penthouses and mechanical equipment floors, lobbies, mezzanines, all balconies--inside or outside--utilized for operational functions, and corridors, provided they are within the outside face lines of the building. Roofed loading or shipping platforms should be included whether within or outside the exterior face lines of the building.

d. Limitations

Open courts and light wells, or portions of upper floors eliminated by rooms or lobbies which rise above single-floor ceiling height, should not be included in the gross area, nor should unenclosed roofed-over areas or floored surfaces with less than 6 ft. 6 in. clear head-room be included unless they can properly be designated and used as either net assignable, mechanical, circulation, or custodial area.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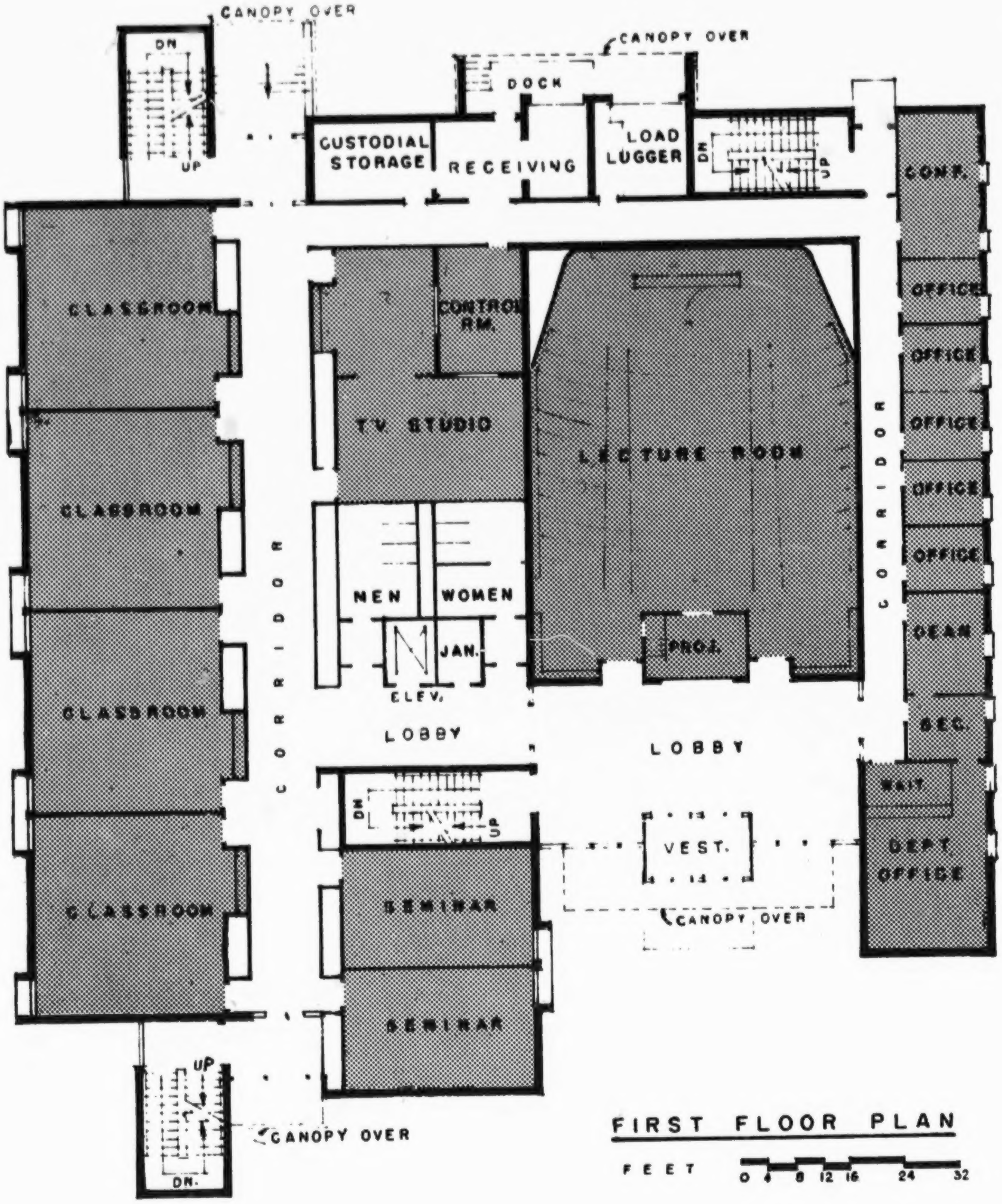
GROUND FLOOR PLAN

2. Net Assignable Area
   a. Definition

"Net Assignable Area" should be construed to mean the sum of all areas on all floors of a building assigned to, or available for assignment to, an occupant, including every type of space functionally usable by an occupant (excepting those spaces elsewhere separately defined in area classifications 3, 4, and 5.

b. Basis for Measurement

All net assignable areas should be computed by measuring from the inside finish of permanent outer building walls, to the office side of corridors and/or to permanent partitions.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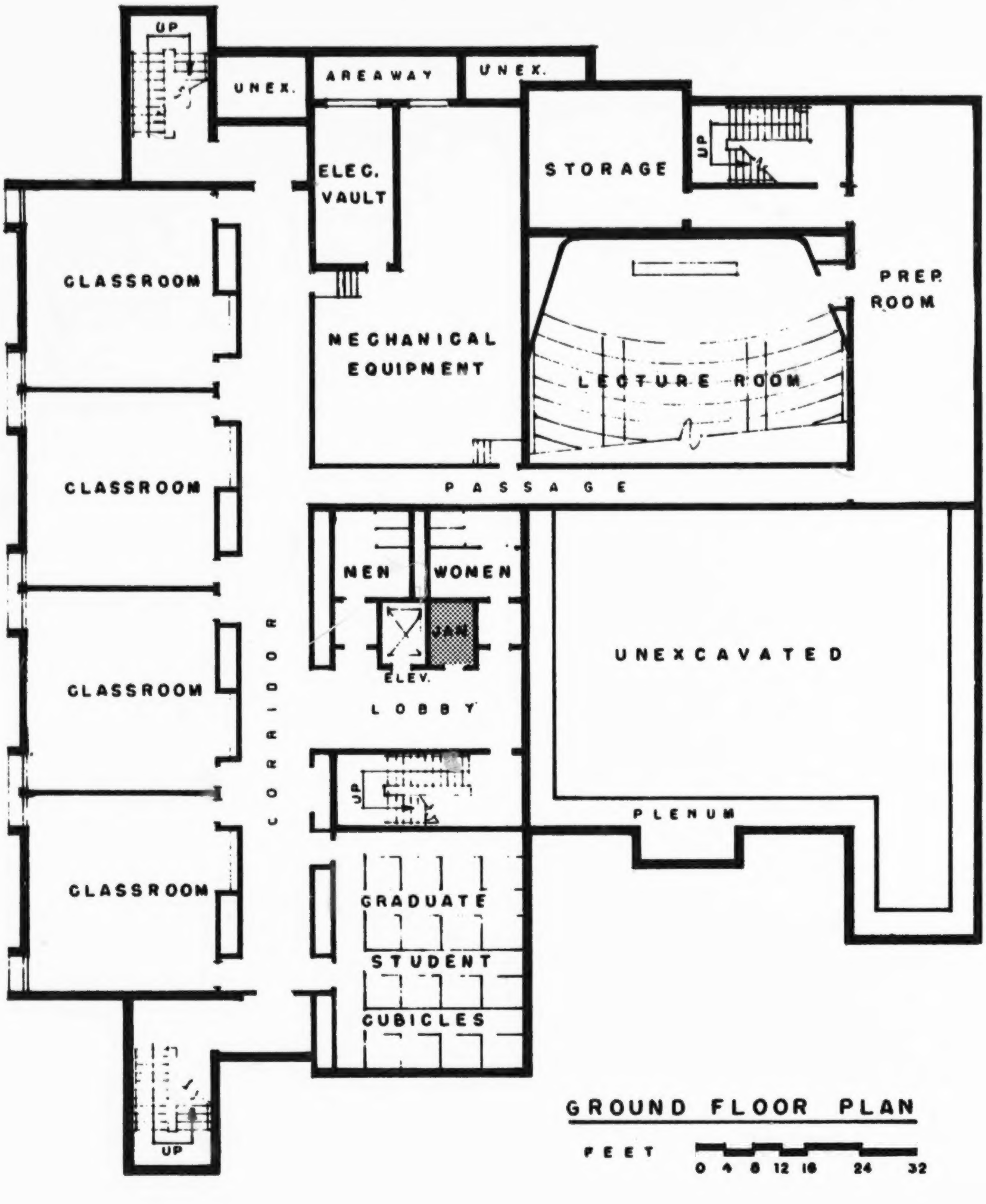
c. Description

Included should be space subdivisions for offices, classrooms, laboratories, seminar and conference rooms, libraries, file rooms, storage rooms, etc., including those for special purposes (e.g., auditoriums, cafeterias, TV studios, faculty and student locker and shower rooms, maintenance and research shops, garages), which can be put to useful purposes in accomplishment of the institution's mission.

d. Limitations

Deductions should not be made for columns and projections necessary to the building.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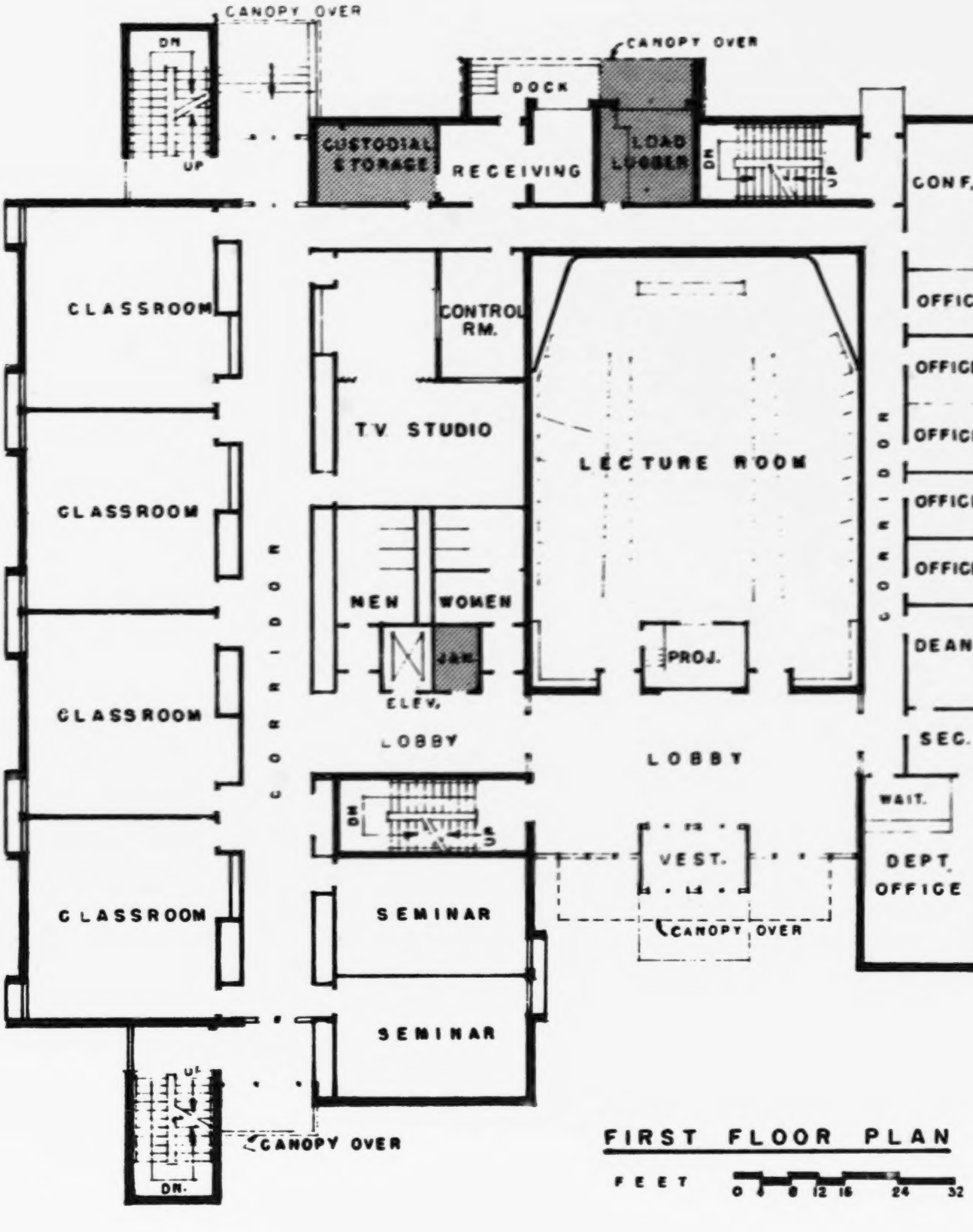
3. Custodial Area
   a. Definition

"Custodial Area" should be construed to mean the sum of all areas on all floors of a building used for building protection, care, maintenance, and operation.

   b. Basis for Measurement

These areas should be measured from the inside surfaces of enclosing walls.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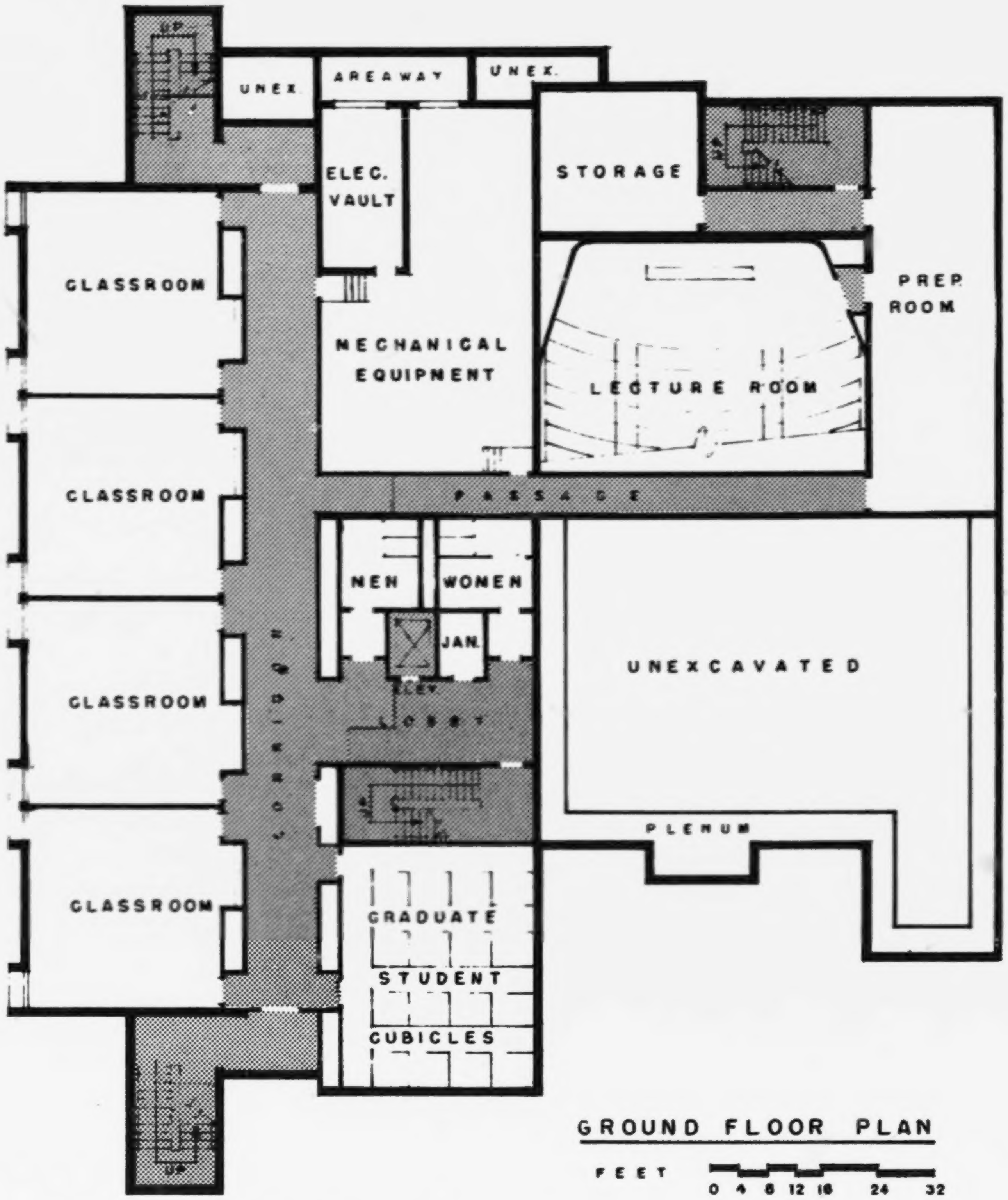
c. Description

Included should be such areas as custodial, locker rooms, janitors' closets, maintenance storerooms.

d. Limitations

Deductions should not be made for columns and projections necessary to the building.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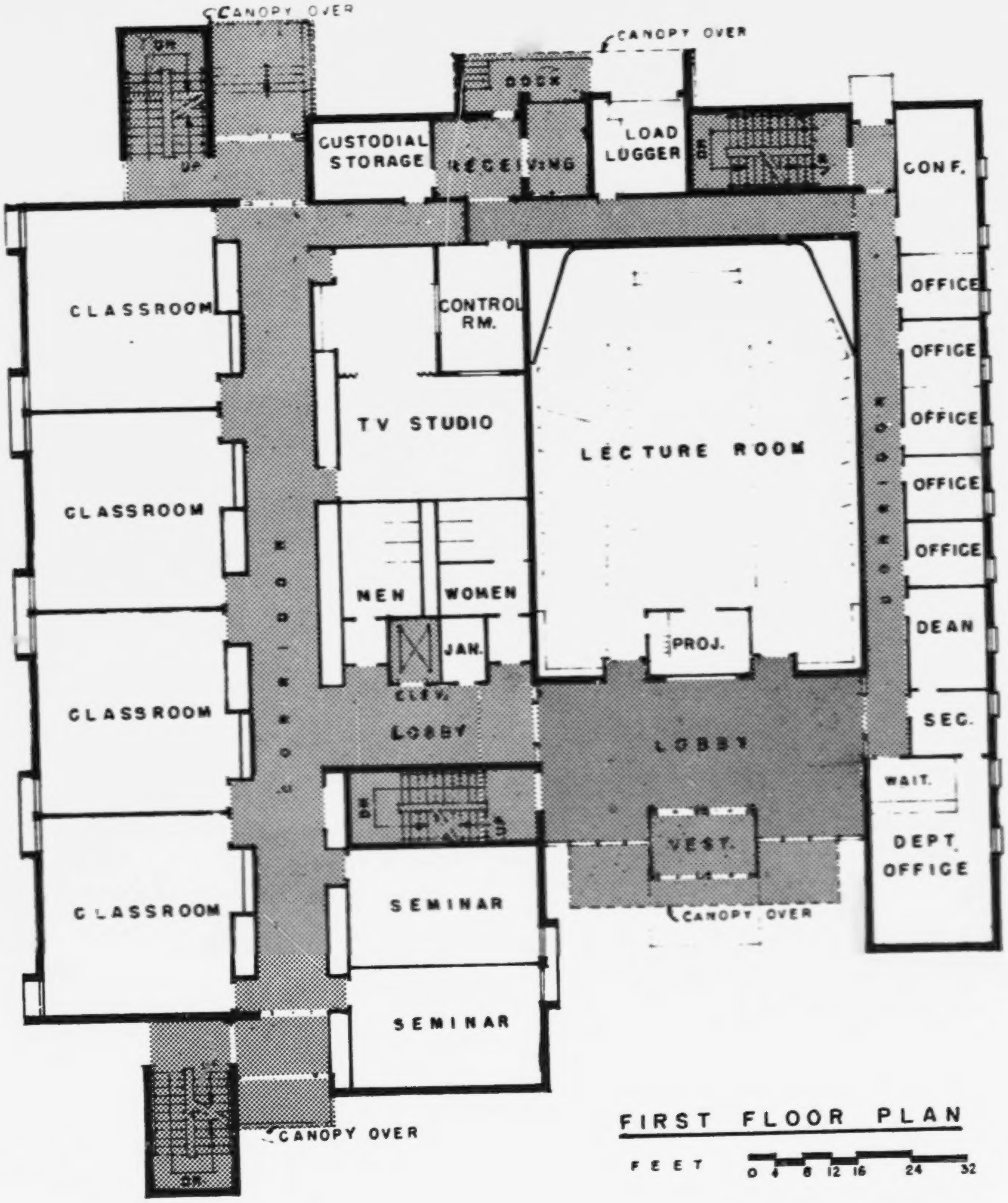
4. Circulation Area
   a. Definition

   "Circulation Area" should be construed to mean that portion of the gross area--whether or not enclosed by partitions--which is required for physical access to some subdivision of space.

   b. Basis for Measurement

   Circulation area should be computed by measuring from the inner faces of the walls or partitions which enclose horizontal spaces used for such purposes; or, when such spaces are not enclosed by walls or partitions, measurements should be taken from imaginary lines which conform as nearly as possible to the established circulation pattern of the building.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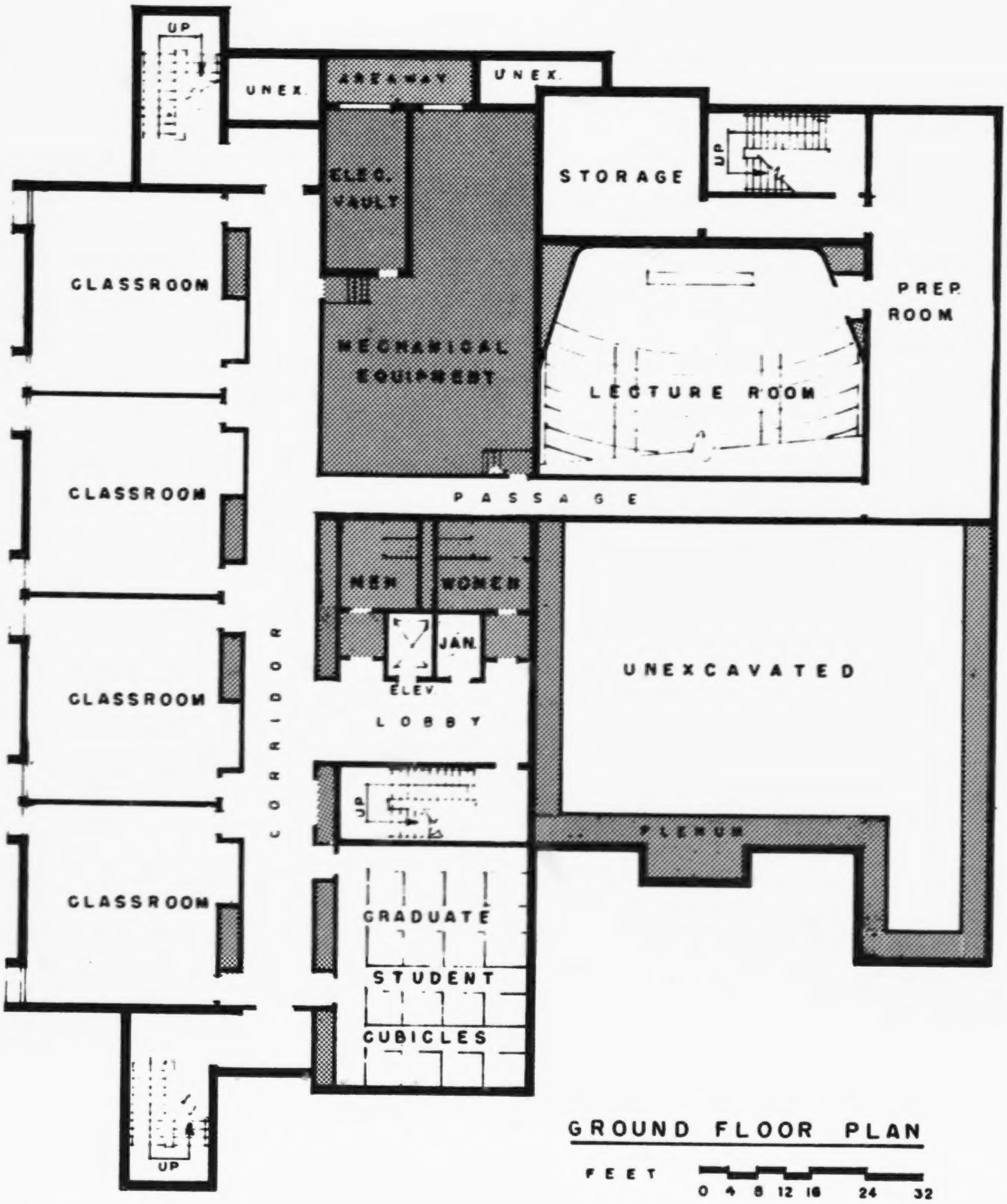
c. Description

Circulation areas should include, but not be limited to: corridors (access, public, service, also "phantom" for large unpartitioned areas); elevator shafts; escalators; fire towers or stairs; stairs and stair halls; loading platforms (except when required for operational reasons and, thus, includable in net assignable area); lobbies (elevator, entrance, public, also public vestibules); tunnels and bridges (not mechanical).

d. Limitations

When assuming corridor areas, only horizontal spaces required for general access should be included--not aisles which are normally used only for circulation within offices or other working areas. Deductions should not be made for columns and projections necessary to the building.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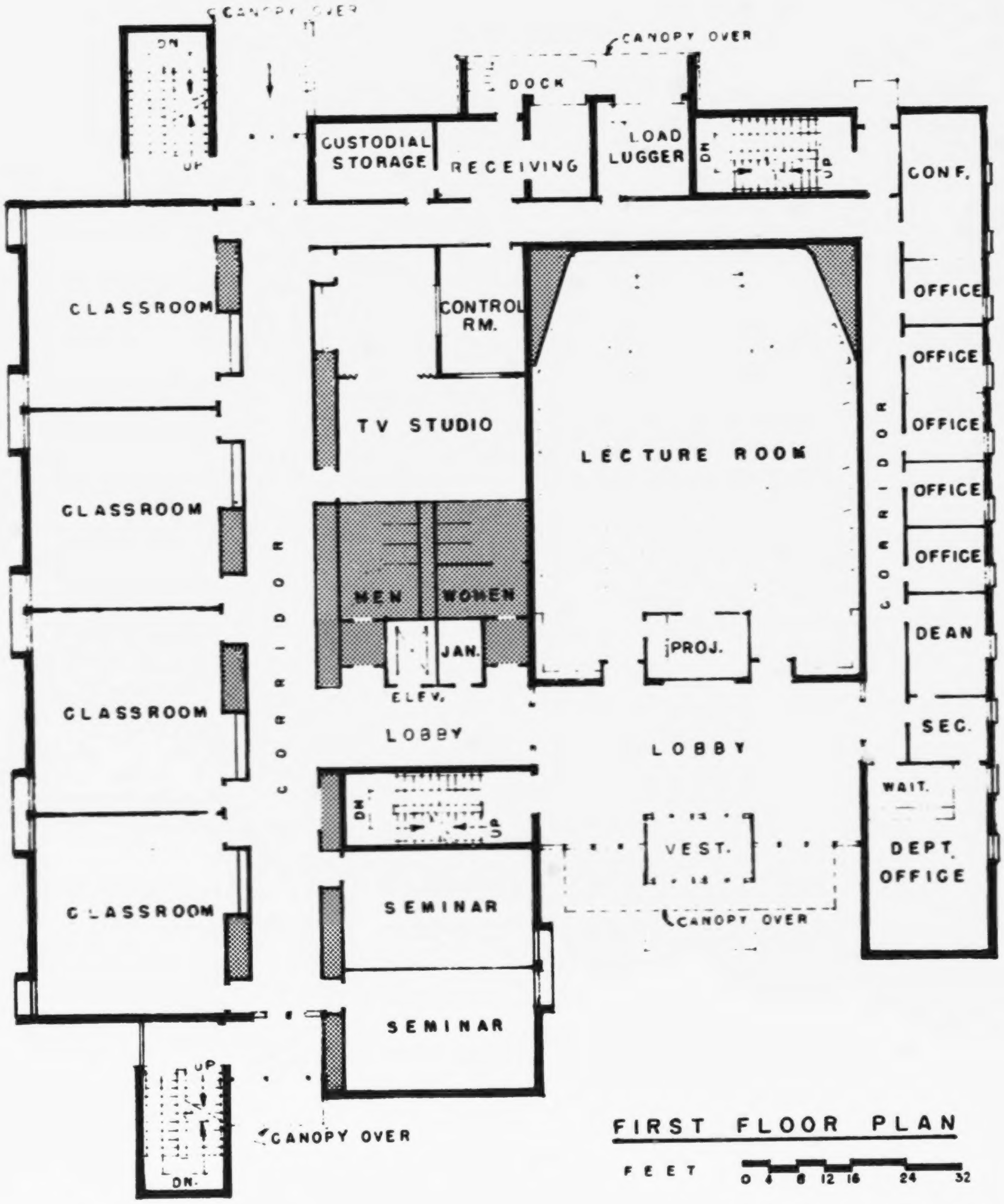
5. Mechanical Area

a. Definition

"Mechanical Area" should be construed to mean that portion of the gross area designed to house mechanical equipment, utility services, and non-private toilet facilities.

b. Basis for Measurement

Mechanical area should be computed by measuring from the inner faces of the walls, partitions, or screens which enclose such areas.



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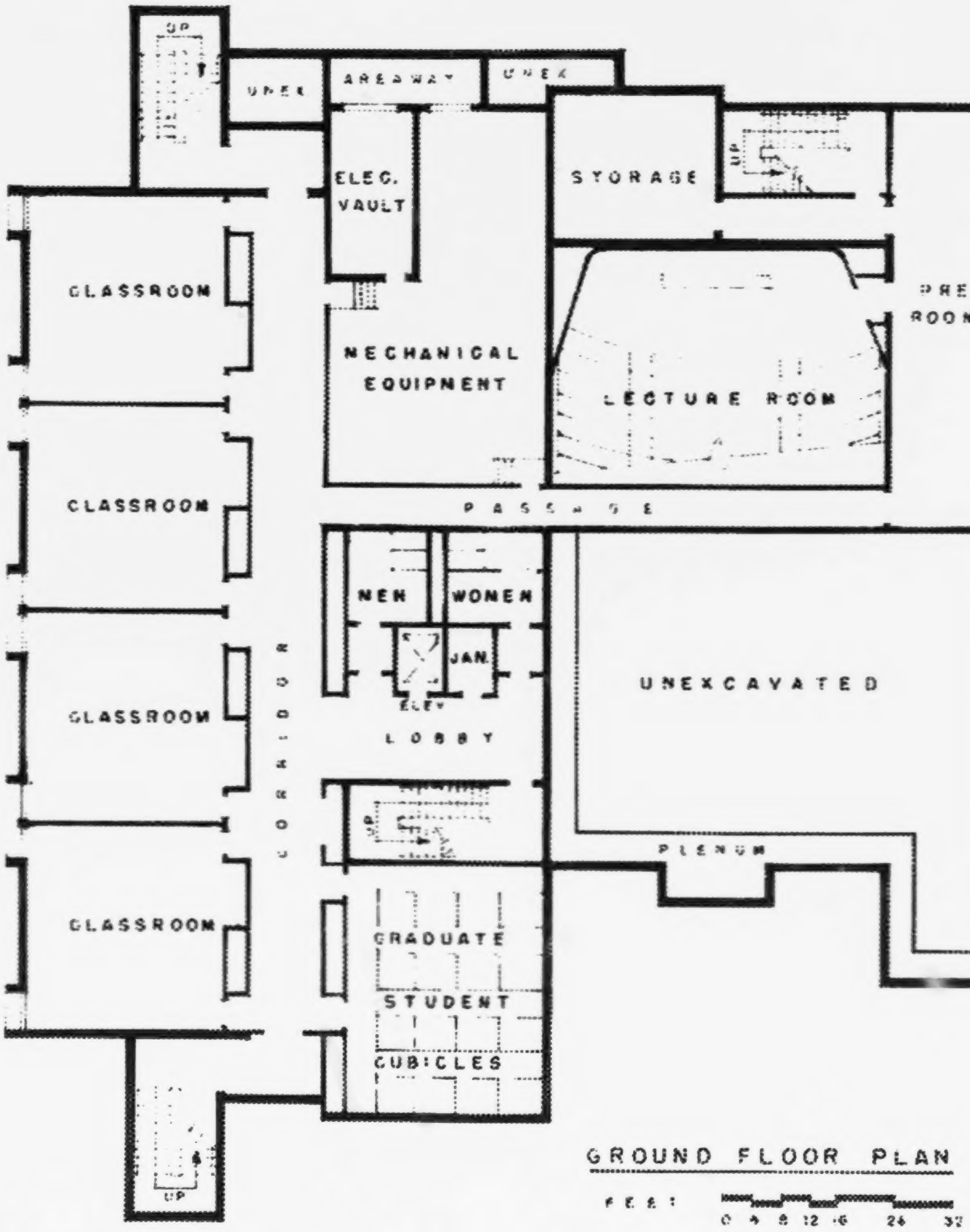
c. Description

Mechanical area should include, but not be limited to: Air-duct shafts; boiler rooms; fixed mechanical and electrical equipment rooms; fuel rooms; mechanical service shafts; meter and communications closets; service chutes; stacks; and non-private toilet rooms (custodial and public).

d. Limitations

Deductions should not be made for columns and projections necessary to the building.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GROUND FLOOR PLAN

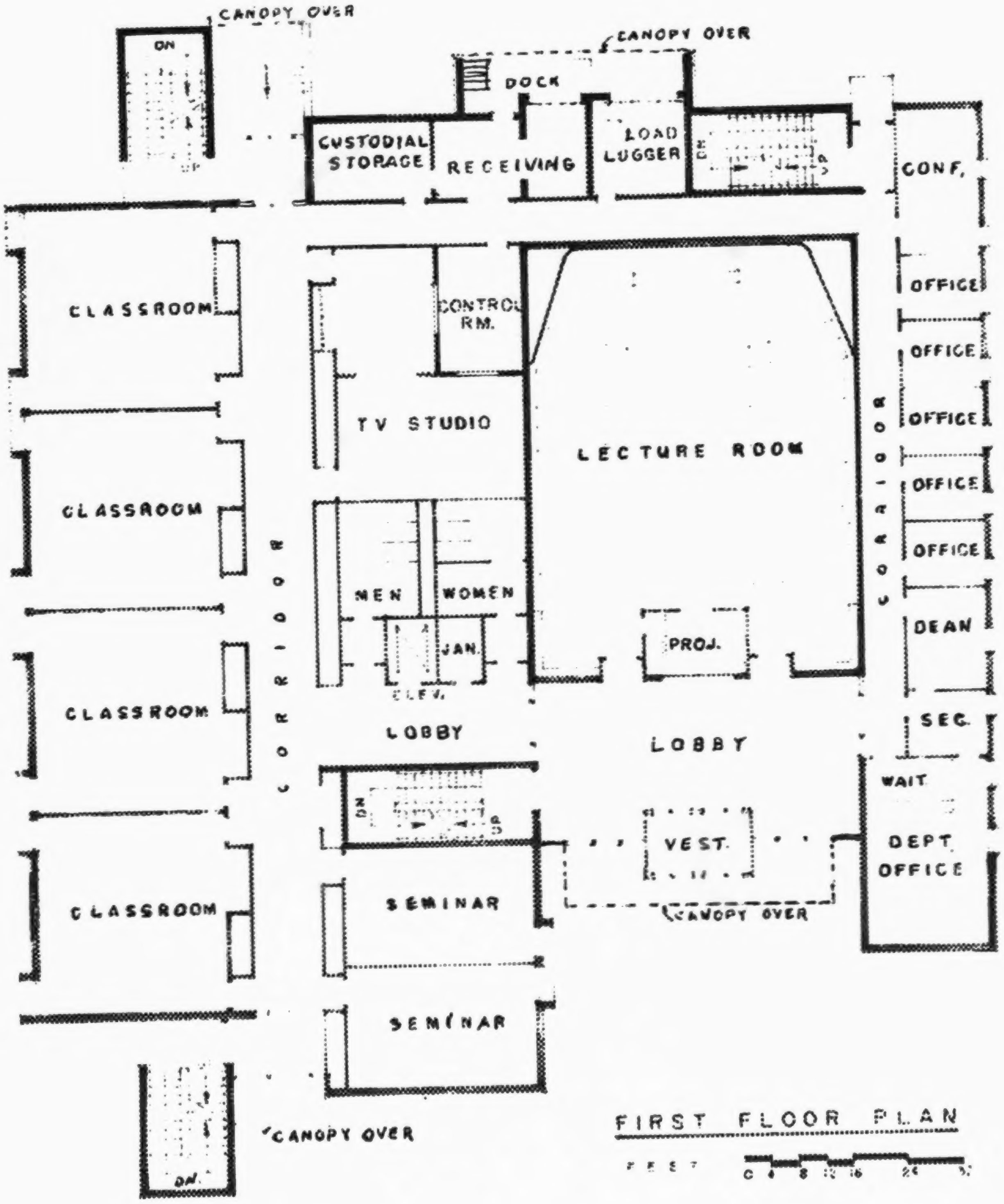
6. Construction Area

a. Definition

"Construction Area" should be construed to mean that portion of the gross area which cannot be put to use because of the presence of structural features of the building.

b. Basis for Measurement

Precise computation of construction area is not contemplated under these definitions--some construction features are included in the computation of other areas. However, total construction area should generally be determined by assuming it to be the residual area after the net assignable, circulation, custodial, and mechanical areas have been subtracted from the gross area.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c. Description

Examples of areas normally classified as construction area are exterior walls, fire walls, permanent partitions, and unusable areas in attics, basements, or comparable portions of the building.

d. Computation of Construction Area

Gross Area	34,578	Square Feet	100.0%
Net Assignable	15,596		45.1
Circulation	10,385		30.0
Custodial	577		1.7
Mechanical	4,186		12.0
Construction	3,834	Square Feet	11.2%

STANDARD ORGANIZATIONAL UNIT CLASSIFICATION

Institutions of higher education vary widely in their organization. Tables of organization range from colleges without any departmental structure to institutions organized by departments, divisions, colleges, institutes, and so on. Examples can be found of single departments organizationally responsible to two or three colleges within an institution.

Despite these widely divergent patterns of organization, it is possible to distinguish certain elements of commonality however formally or informally these may reflect themselves in a table of organization. Eight broad categories of organizational units have been identified, not all of which occur in the case of any given institution:

1. Departments of Instruction and Research
2. Organized Activity Units
3. Organized Research Units
4. Public Service Units
5. Library
6. General Administration and Institutional Services
7. Auxiliary Services
8. Noninstitutional Agencies

The first four of these Organizational Units are capable of further subdivision into subject-matter areas. While it might be possible to enumerate all of these subject-matter areas, practical considerations of data summary and analysis require that some meaningful grouping be established.

ORGANIZATIONAL
UNIT

SUMMARY OF STANDARD CLASSIFICATION OF ORGANIZATIONAL UNITS & SUBJECT FIELDS

1000 DEPTS. OF INSTRUCTION & RESEARCH

- 1100 GENERAL OR UNCLASSIFIED
  - 1110 General
  - 1120 Unclassified
  - 1199 (Classrooms)

- 1200 LIFE SCIENCES
  - 1210 Biological Sciences
  - 1220 Agricultural Sci.
  - 1230 Health Sciences
    - 1231 Medicine
    - 1232 Veterinary Med.
    - 1233 Dentistry
    - 1234 Nursing
    - 1235 Pharmacy
    - 1236 Public Health
    - 1238 Other
    - 1239 General
  - 1299 General Life Sci.

- 1300 M.C.P.E. SCIENCES
  - 1310 Mathematical Sci.
  - 1320 Computer Sciences
  - 1330 Physical Sciences
  - 1340 Engineering Sciences
  - 1399 General MCPE Sci.

- 1400 BEHAVIORAL SCIENCES
  - 1410 Psychology
  - 1420 Social Sciences
  - 1499 Gen. Behavioral Sci.

- 1500 HUMANITIES
  - 1510 Fine Arts
  - 1520 Letters
  - 1599 General Humanities

- 1600 PROFESSIONS
  - 1610 Admin. Professions
  - 1620 Education
  - 1630 Environmental Design
  - 1640 Home Economics
  - 1650 Law
  - 1660 Social Work
  - 1670 Theology
  - 1690 Other Professions
  - 1699 General Professions

[Continued in next column]

- 1700 TECHNICAL-VOCATIONAL
  - 1705 Agricultural
  - 1710 Apparel
  - 1715 Business
  - 1720 Construction
  - 1725 Engin'g & Indust'l
  - 1730 Graphic Arts
  - 1735 Health
  - 1750 Public Service
  - 1760 Transportation
  - 1790 Other
  - 1799 General

- 1800 PHYS. EDUC. & MIL. SCI.
  - 1810 Physical Education
  - 1820 Military Sciences

2000 ORGANIZED ACTIVITY UNITS

2100-2820: Same as 1100-1820

3000 ORGANIZED RESEARCH UNITS

3100-3820: Same as 1100-1820

4000 PUBLIC SERVICE UNITS

4100-4820: Same as 1100-1820

5000 LIBRARY

6000 GEN. ADMIN. & INST'L SERVICES

7000 AUXILIARY SERVICES

8000 NON-INSTITUTIONAL AGENCIES

9000 UNASSIGNED

- 9081 Inactive
- 9082 Alteration or Conversion
- 9083 Unfinished

[See succeeding pages for definitions of the above categories.]

STANDARD CLASSIFICATION OF ORGANIZATIONAL UNITS AND SUBJECT FIELDS

In this classification system, the first digit of the 4-digit code number identifies the standard organizational-unit category, and the last three digits identify the standard subject-field category. The same 3-digit coding of subject-field categories is used in each of the first four organizational-unit categories; the fifth and succeeding organizational-unit categories (5000-9000) are not classified by subject fields.

In the subject-field classification system, the broad categories coded in multiples of 100 are intended only for captions and subtotals in tabulated reports. For departments and other organizational units with subject fields too broad for specific identification in this system, the most appropriate code with 9 as the last digit should be used, except that units significantly representing two or more subject fields here coded in multiples of 100 should be coded -110, with the appropriate organizational-unit code as the preceding digit.

The subject-field code -199 is reserved for rooms classified as classroom facilities (room-type codes 110 and 115). The subject-field coding of all such rooms should be -199, preceded by the appropriate organizational-unit code, irrespective of any departmental assignment indicated in the institution's own records, so that those rooms (classrooms and classroom-service rooms only) will be consistently excluded from the subject-field data of all institutions. (Note: The subject field of all other general-assignment rooms for departments of instruction and research should be coded 1110 if no more specific coding is appropriate.)

1000 DEPARTMENTS OF INSTRUCTION AND RESEARCH

Includes separately budgeted research which is organizationally part of an instruction-and-research department, irrespective of the sources of funds or other budgetary distinctions. (See also 3000.)

1100 GENERAL OR UNCLASSIFIED SUBJECT FIELDS

1110 GENERAL: Identifiable but broader than any category below--e.g., dean of arts and sciences.

1120 UNCLASSIFIED: Not identifiable--e.g., students with no declared major.

1199 (Classroom Facilities: Room-type codes 110 & 115 only.)

1200 LIFE SCIENCES

1210 BIOLOGICAL SCIENCES: Animal sciences, plant sciences, biochemistry, biophysics, microbiology, etc., if not in an agricultural college or school, nor in a medical center, college, or school. (See also 1220 and 1230.)

1000 DEPARTMENTS OF INSTRUCTION AND RESEARCH — Continued

1200 LIFE SCIENCES — Continued

1220 AGRICULTURAL SCIENCES: As 1210, but in an agricultural college or school, including forestry, but excluding agricultural economics, agricultural education, agricultural engineering, home economics, and veterinary medicine.
(See also 1232, 1340, 1420, 1620, 1640, and 1705.)

1230 HEALTH SCIENCES: (Professional level; see also 1735.)

1231 MEDICINE: All basic medical sciences and clinical specialties.
1232 VETERINARY MEDICINE
1233 DENTISTRY
1234 NURSING
1235 PHARMACY
1236 PUBLIC HEALTH
1238 OTHER HEALTH SCIENCES: Osteopathy, podiatry, etc.
1239 GENERAL HEALTH SCIENCES

1299 GENERAL LIFE SCIENCES

1300 M.C.P.E. SCIENCES (Mathematical, Computer, Physical, Engineering)

1310 MATHEMATICAL SCIENCES: Excludes computing science if organizationally separate.

1320 COMPUTER SCIENCES: Includes information and computing sciences.

1330 PHYSICAL SCIENCES: Astronomy, including astrophysics, cosmology, radio astronomy, etc.; chemistry; environmental sciences, including atmospheric physics, earth sciences, meteorology, oceanography, paleontology, vulcanology, etc.; physics; etc.

1340 ENGINEERING SCIENCES: Aeronautical, astronautical, agricultural, ceramic, chemical, civil, construction, electrical, electronic, geological, geophysical, industrial, materials, mechanical, metallurgical, physical metallurgy, mineral, mining, mining geology, nuclear, petroleum, petroleum refining, sanitary, textile, transportation, and welding engineering; engineering mechanics, physics, and science; naval architecture and marine engineering; etc.
(See also 1725.)

1399 GENERAL M.C.P.E. SCIENCES

1000 DEPARTMENTS OF INSTRUCTION AND RESEARCH — Continued

1400 BEHAVIORAL SCIENCES

1410 PSYCHOLOGY

1420 SOCIAL SCIENCES: Anthropology and archaeology; economics, including agricultural economics; geography, including physical geography; history, including history of science, technology, etc.; political science and government; sociology; etc., including area studies, i.e., interdisciplinary studies of geographically defined areas.

1499 GENERAL BEHAVIORAL SCIENCES

1500 HUMANITIES

1510 FINE ARTS: Art; drama, including cinematography, radio and television, and theater arts; music, including both musicology and performance; other fine arts, including dance. (See also 1730.)

1520 LETTERS: English language and literature; foreign languages and literature; folklore, linguistics, philology, etc.; philosophy; religion, e.g., comparative religion (but see also 1670); speech if not primarily dramatic arts; journalism if not a professional school (see also 1690).

1599 GENERAL HUMANITIES

1600 PROFESSIONS (Professional schools not included above.)

1610 ADMINISTRATIVE PROFESSIONS: Business administration; institutional administration, including hospital administration; public administration; etc. (See also 1715.)

1620 EDUCATION: Includes agricultural education, business education, etc.

1630 ENVIRONMENTAL DESIGN: Architecture, landscape architecture, urban and regional planning, etc.

1640 HOME ECONOMICS: Includes departments which are not in a professional school; includes departments of agricultural colleges.

1600 PROFESSIONS — Continued

1650 LAW

1660 SOCIAL WORK

1670 THEOLOGY: Includes all instructional departments of divinity schools, so that data will be consistent with statutory exclusions from Federal-aid programs, such as the Higher Education Facilities Act of 1963 and related subsequent legislation.

1690 OTHER PROFESSIONS: Criminology, journalism, library science, mortuary science, museum curatorship, etc.

1699 GENERAL PROFESSIONS

1700 TECHNICAL-VOCATIONAL FIELDS

1705 AGRICULTURAL TECHNOLOGIES

1710 APPAREL DESIGN OR FABRICATION TECHNOLOGIES

1715 BUSINESS TECHNOLOGIES: Accounting, advertising, cosmetology, data processing, hotel, motel, and restaurant operation, insurance, physical distribution, retailing, sales, secretarial, and other business technologies.

1720 CONSTRUCTION TECHNOLOGIES: Air conditioning and heating, cabinet making, carpentry, construction electricity, forest products, sheet metal, etc.

1725 ENGINEERING AND INDUSTRIAL TECHNOLOGIES: Architectural, chemical, civil, drafting and design, electrical, electronic, industrial, mechanical, and other engineering and industrial technologies.

1730 GRAPHIC ARTS TECHNOLOGIES: Commercial art and advertising design, photography, printing, technical illustration, and other graphic-arts technologies.

1735 HEALTH TECHNOLOGIES: Clinical laboratory technician, dental auxiliary (dental assistant, dental hygienist, dental technologist, etc.), food-service supervisor, inhalation therapist, vocational nurse, psychiatric aide, ward manager, x-ray technologist, etc.

1750 PUBLIC SERVICE TECHNOLOGIES: Fire protection, law enforcement, library assistant, teaching aide, urban-planning assistant, etc.

1700 TECHNICAL-VOCATIONAL FIELDS — Continued

1760 TRANSPORTATION TECHNOLOGIES: Automotive, aviation, heavy truck, and other transportation technologies.

1790 OTHER TECHNICAL-VOCATIONAL FIELDS: Other specific technical-vocational fields, not properly classifiable above.

1799 GENERAL TECHNICAL-VOCATIONAL FIELDS

1800 PHYSICAL EDUCATION AND MILITARY SCIENCES

1810 PHYSICAL EDUCATION: Includes health and recreation education, as in "HPER" departments. Includes intramural athletic programs administered by the physical-education department, but excludes intercollegiate athletics if organizationally separate (see 7000).

1820 MILITARY SCIENCES: Air and Aerospace R.O.T.C., Army R.O.T.C., Navy R.O.T.C., and equivalent.

2000 ORGANIZED ACTIVITY UNITS (RELATED TO INSTRUCTION AND RESEARCH)

Demonstration and practice schools for education departments; demonstration and practice homes for home-economics departments; teaching hospitals for medical schools; any other organizationally separate and physically identifiable institutional units which are functionally related to departments of instruction and research, and/or to organized research units.

The following subject-field categories are as defined in the above 1000-series, but are used for classifying the related organized activity units. The coding of a given organized activity unit should be consistent with the coding of the institution's related department of instruction and research (and/or related organized research unit).

2100 GENERAL OR UNCLASSIFIED SUBJECT FIELDS

- 2110 GENERAL (Broader than any one multiple of 100 below.)
- 2120 UNCLASSIFIED (This category should be avoided.)
- 2199 (Classroom Facilities: Room-type codes 110 & 115 only, but only if the rooms are assigned to, or used primarily by, organized activity units.)

2200 LIFE SCIENCES

- 2210 BIOLOGICAL SCIENCES
- 2220 AGRICULTURAL SCIENCES
- 2230 HEALTH SCIENCES
  - 2231 MEDICINE
  - 2232 VETERINARY MEDICINE
  - 2233 DENTISTRY
  - 2234 NURSING
  - 2235 PHARMACY
  - 2236 PUBLIC HEALTH
  - 2238 OTHER HEALTH SCIENCES
  - 2239 GENERAL HEALTH SCIENCES
- 2299 GENERAL LIFE SCIENCES

2300 M.C.P.E. SCIENCES

- 2310 MATHEMATICAL SCIENCES
- 2320 COMPUTER SCIENCES
- 2330 PHYSICAL SCIENCES
- 2340 ENGINEERING SCIENCES
- 2399 GENERAL M.C.P.E. SCIENCES

2400 BEHAVIORAL SCIENCES

- 2410 PSYCHOLOGY
- 2420 SOCIAL SCIENCES
- 2499 GENERAL BEHAVIORAL SCIENCES

2000 ORGANIZED ACTIVITY UNITS — Continued

2500 HUMANITIES

2510 FINE ARTS
2520 LETTERS
2599 GENERAL HUMANITIES

2600 PROFESSIONS

2610 ADMINISTRATIVE PROFESSIONS
2620 EDUCATION
2630 ENVIRONMENTAL DESIGN
2640 HOME ECONOMICS
2650 LAW
2660 SOCIAL WORK
2670 THEOLOGY
2690 OTHER PROFESSIONS
2699 GENERAL PROFESSIONS

2700 TECHNICAL-VOCATIONAL FIELDS

2705 AGRICULTURAL TECHNOLOGIES
2710 APPAREL DESIGN OR FABRICATION TECHNOLOGIES
2715 BUSINESS TECHNOLOGIES
2720 CONSTRUCTION TECHNOLOGIES
2725 ENGINEERING AND INDUSTRIAL TECHNOLOGIES
2730 GRAPHIC ARTS TECHNOLOGIES
2735 HEALTH TECHNOLOGIES
2750 PUBLIC SERVICE TECHNOLOGIES
2760 TRANSPORTATION TECHNOLOGIES
2790 OTHER TECHNICAL-VOCATIONAL FIELDS
2799 GENERAL TECHNICAL-VOCATIONAL FIELDS

2800 PHYSICAL EDUCATION AND MILITARY SCIENCES

2810 PHYSICAL EDUCATION (See 1810. Note that an administratively separate organized activity unit for intramural athletic programs could appropriately be coded 2810, but that an organizationally separate intercollegiate athletic program should be coded 7000 - Auxiliary Services, irrespective of the budgetary classification in the institution's own records.)
2820 MILITARY SCIENCES

3000 ORGANIZED RESEARCH UNITS

Research institutes, laboratories, museums, etc., which are organizationally separate and physically identifiable, irrespective of the sources of funds. This category does not include research projects which are organizationally part of, and physically indistinguishable from, the other research activities in a department of instruction and research.

The following subject-field categories are as defined in the above 1000-series, but are used for classifying the organized research units. The coding of a given organized research unit should be consistent with the coding of the institution's related departments of instruction and research, unless (as is not unusual for organized research units) a broader category coded with 9 in the last digit (or even 3110) more accurately represents the unit's subject field.

3100 GENERAL OR UNCLASSIFIED SUBJECT FIELDS

- 3110 GENERAL (Broader than any one multiple of 100 below.)
- 3120 UNCLASSIFIED (This category should be avoided.)
- 3199 (Classroom Facilities: Room-type codes 110 & 115 only, but only if the rooms are assigned to, or used primarily by, organized research units.)

3200 LIFE SCIENCES

- 3210 BIOLOGICAL SCIENCES
- 3220 AGRICULTURAL SCIENCES
- 3230 HEALTH SCIENCES
  - 3231 MEDICINE
  - 3232 VETERINARY MEDICINE
  - 3233 DENTISTRY
  - 3234 NURSING
  - 3235 PHARMACY
  - 3236 PUBLIC HEALTH
  - 3238 OTHER HEALTH SCIENCES
  - 3239 GENERAL HEALTH SCIENCES
- 3299 GENERAL LIFE SCIENCES

3300 M.C.P.E. SCIENCES

- 3310 MATHEMATICAL SCIENCES
- 3320 COMPUTER SCIENCES
- 3330 PHYSICAL SCIENCES
- 3340 ENGINEERING SCIENCES
- 3399 GENERAL M.C.P.E. SCIENCES

3400 BEHAVIORAL SCIENCES

- 3410 PSYCHOLOGY
- 3420 SOCIAL SCIENCES
- 3499 GENERAL BEHAVIORAL SCIENCES

3000 ORGANIZED RESEARCH UNITS — Continued

3500 HUMANITIES

3510 FINE ARTS
3520 LETTERS
3599 GENERAL HUMANITIES

3600 PROFESSIONS

3610 ADMINISTRATIVE PROFESSIONS
3620 EDUCATION
3630 ENVIRONMENTAL DESIGN
3640 HOME ECONOMICS
3650 LAW
3660 SOCIAL WORK
3670 THEOLOGY
3690 OTHER PROFESSIONS
3699 GENERAL PROFESSIONS

3700 TECHNICAL-VOCATIONAL FIELDS

3705 AGRICULTURAL TECHNOLOGIES
3710 APPAREL DESIGN OR FABRICATION TECHNOLOGIES
3715 BUSINESS TECHNOLOGIES
3720 CONSTRUCTION TECHNOLOGIES
3725 ENGINEERING AND INDUSTRIAL TECHNOLOGIES
3730 GRAPHIC ARTS TECHNOLOGIES
3735 HEALTH TECHNOLOGIES
3750 PUBLIC SERVICE TECHNOLOGIES
3760 TRANSPORTATION TECHNOLOGIES
3790 OTHER TECHNICAL-VOCATIONAL TECHNOLOGIES
3799 GENERAL TECHNICAL-VOCATIONAL TECHNOLOGIES

3800 PHYSICAL EDUCATION AND MILITARY SCIENCES

3810 PHYSICAL EDUCATION
3820 MILITARY SCIENCES

4000 PUBLIC SERVICE UNITS

Extension, i.e., adult or continuing education, including agricultural extension, engineering extension, etc.; also any other organizationally separate public-service unit with the primary objective of making available to the general public the benefits of the instructional and/or research activities of an institution of higher education, including activities of a cultural nature, e.g., dramatic and/or musical performances.

The following subject-field categories are as defined in the above 1000-series, but are used for classifying the public-service units. The coding of a given public-service unit should be consistent with the coding of the institution's related departments of instruction and research, but code 4110 often will be appropriate for a general extension unit because the subject-field departmentalization (if any) usually is not identifiable in terms of room assignments.

4100 GENERAL OR UNCLASSIFIED SUBJECT FIELDS

- 4110 GENERAL (Broader than any one multiple of 100 below.)
- 4120 UNCLASSIFIED (This category should be avoided.)
- 4199 (Classroom Facilities: Room-type codes 110 & 115 only, but only if the rooms are assigned to, or used primarily by, public-service units.)

4200 LIFE SCIENCES

- 4210 BIOLOGICAL SCIENCES
- 4220 AGRICULTURAL SCIENCES (Includes agricultural extension.)
- 4230 HEALTH SCIENCES
  - 4231 MEDICINE (Includes medical extension.)
  - 4232 VETERINARY MEDICINE
  - 4233 DENTISTRY
  - 4234 NURSING
  - 4235 PHARMACY
  - 4236 PUBLIC HEALTH
  - 4238 OTHER HEALTH SCIENCES
  - 4239 GENERAL HEALTH SCIENCES
- 4299 GENERAL LIFE SCIENCES

4300 M.C.P.E. SCIENCES

- 4310 MATHEMATICAL SCIENCES
- 4320 COMPUTER SCIENCES
- 4330 PHYSICAL SCIENCES
- 4340 ENGINEERING SCIENCES (Includes engineering extension.)
- 4399 GENERAL M.C.P.E. SCIENCES

4400 BEHAVIORAL SCIENCES

- 4410 PSYCHOLOGY
- 4420 SOCIAL SCIENCES
- 4499 GENERAL BEHAVIORAL SCIENCES

4000 PUBLIC SERVICE UNITS — Continued

4500 HUMANITIES

4510	FINE ARTS
4520	LETTERS
4599	GENERAL HUMANITIES

4600 PROFESSIONS

4610	ADMINISTRATIVE PROFESSIONS
4620	EDUCATION
4630	ENVIRONMENTAL DESIGN
4640	HOME ECONOMICS
4650	LAW
4660	SOCIAL WORK
4670	THEOLOGY
4690	OTHER PROFESSIONS
4699	GENERAL PROFESSIONS

4700 TECHNICAL-VOCATIONAL FIELDS

4705	AGRICULTURAL TECHNOLOGIES
4710	APPAREL DESIGN OR FABRICATION TECHNOLOGIES
4715	BUSINESS TECHNOLOGIES
4720	CONSTRUCTION TECHNOLOGIES
4725	ENGINEERING AND INDUSTRIAL TECHNOLOGIES
4730	GRAPHIC ARTS TECHNOLOGIES
4735	HEALTH TECHNOLOGIES
4750	PUBLIC SERVICE TECHNOLOGIES
4760	TRANSPORTATION TECHNOLOGIES
4790	OTHER TECHNICAL-VOCATIONAL TECHNOLOGIES
4799	GENERAL TECHNICAL-VOCATIONAL TECHNOLOGIES

4800 PHYSICAL EDUCATION AND MILITARY SCIENCES

4810	PHYSICAL EDUCATION
4820	MILITARY SCIENCES

NOTE: The following categories of organizational units are not classified by subject fields. Institutional units in categories 5000 through 8000 should be coded simply as the appropriate multiple of 1000.

5000 LIBRARY

Main library and branches thereof, or equivalent, including subject-field libraries administered by the main library or otherwise professionally staffed, including law libraries and medical libraries, but not informal "departmental libraries" which are organizationally part of any units in the 1000-, 2000-, 3000-, or 4000-series above.

6000 GENERAL ADMINISTRATION AND INSTITUTIONAL SERVICES

Any institutional unit the primary objective of which is the orderly planning and operation of the instructional, research, and/or public-service activities of the institution in terms of academic affairs, fiscal affairs, personnel, student affairs, public relations, development, etc. (Note: This category is intended to include the institutional units ordinarily represented by the budget categories of General Administration, General Services, and Physical Plant.)

7000 AUXILIARY SERVICES

Institutional units which are characteristically represented by the types of physical facilities classified as General-Use Facilities (room-type codes in the 600-series) and/or Residential Facilities (room-type codes in the 900-series), except to the extent that those units support specific instructional, research, and/or public-service units. Includes intercollegiate athletics if organizationally separate and physically distinguishable from physical education, irrespective of budgetary classification in the institution's own records.

8000 NON-INSTITUTIONAL AGENCIES

Public or private agencies which are not under the direct supervision or control of the institutional administration, irrespective of the degree of association with, or relationship to, any institutional units.

9000 UNASSIGNED

Facilities which are not assigned to, or are not available to, any institutional unit (or non-institutional agency) at the time of the facilities inventory. The overall code 9000 is intended only for captions and subtotals in tabulated reports; itemized data should be coded in terms of the most appropriate of the following categories only:

9081 INACTIVE: Rooms or other assignable floor areas which are available for assignment, but which are unassigned at the time of the facilities inventory.

9082 ALTERATION OR CONVERSION: Rooms or other assignable floor areas which are temporarily out of use because they are under alteration or conversion (or rehabilitation) at the time of the facilities inventory.

9083 UNFINISHED: Rooms or other assignable floor areas in new buildings, or in new additions to existing buildings, which are unfinished at the time of the facilities inventory.

NOTE: Ordinarily, the rooms or other assignable spaces to be coded as above are those which are also coded in terms of the corresponding room-type categories (081 - Inactive, 082 - Alteration or Conversion, or 083 - Unfinished). Otherwise, those floor areas will be included in the totals tabulated for whatever other organizational-unit categories are coded in the room-by-room records--e.g., code 1420 for a social-science instructional department, or code 6000 for a general-administration or institutional-service unit.

Thus, a given room or other assignable space which is coded in terms of one of the "unassigned" room-type categories should be coded in terms of the above "unassigned" organizational-unit category with the same last two digits in the code number, unless a specific organizational-unit code (e.g., 1420 or 6000) will appropriately imply that those "unassigned" rooms are so nearly completed and ready for use by the specific institutional unit that they should be included in the total floor area available for that category of organizational units at the time of the facilities inventory.

Similarly, one of the above "unassigned" organizational-unit codes should not be used for a room with a room-type code in the 100-900 series, unless the specific room-type code will appropriately imply that those facilities are so nearly completed and ready for use that they should be included in the total available amount of that type of facilities at the time of the facilities inventory. (In the unusual instance of a recently completed building large enough for future increases in occupancy, organizational-unit code 9081 with specific room-type codes--e.g., 310 - Office--would correctly indicate the availability of unassigned rooms which are not in use. Conversely, a specific organizational-unit code with room-type code 081 could correctly indicate that the room is assigned to an institutional unit, but is not actually in use.)

FUNCTION

STANDARD FUNCTION CLASSIFICATIONS

The use of a limited number of Functional or Program categories for classification of operating expenditures is a well-established practice among colleges and universities. This dimension of the space classification system is designed to facilitate the allocation of rooms according to the program or functions which they serve.

Institutions may elect to use a variety of techniques in the application of the function classification to physical facilities. To the extent possible, individual rooms should be identified by function. It is recognized, however, that some institutions may find it difficult, if not impossible, to specify a single function for certain rooms because of their multiple use or the variety of programs served by the personnel housed therein.

Appropriate techniques should be developed by each institution for the allocation of such areas to the appropriate institutional functions. The allocation of space among two or more functions may be made according to budgetary support, type of space, departmental assignment, division of effort, hours of use or combinations of these techniques. Such allocation may be made with regard to individual rooms, rooms of a specific type, or rooms assigned to a specific department.

FUNCTION CATEGORIES

- 10 Instruction
- 20 Research
- 30 Public Service
- 40 Library
- 50 General Administration and Institutional Services
- 60 Auxiliary Services
- 70 Non-Institutional Agencies
- 80 Unassigned Area
    - 81 Inactive Area
    - 82 Alteration or Conversion Area
    - 83 Unfinished Area
- 99 Prorate
- 00 Non-Assignable Area
    - 01 Custodial Area
    - 02 Circulation Area
    - 03 Mechanical Area
    - 04 Construction Area

10 INSTRUCTION: Any activity the primary objective of which is the transmission or dissemination of knowledge to college students on a group or individual basis, including that portion of graduate instruction involving organized classes for which credit is awarded.

Examples of the types of rooms often wholly allocated to this function are classrooms, class laboratories, and related service facilities. Areas used for "organized activities relating to educational departments" such as laboratory schools and demonstration facilities should also be included here, except to the extent allocable to research and/or public service.

20 RESEARCH: Any activity the primary objective of which is the discovery or application of knowledge, including the research activities engaged in by students as a part of their graduate training.

Examples of the types of rooms often wholly allocated to this function are non-class laboratories, offices assigned to research personnel, and related service facilities.

30 PUBLIC SERVICE: Any activity the primary objective of which is to make available to the general public the benefits of the instructional and/or research activities of an institution of higher education. This definition is intended to include activities of a cultural nature as well as activities frequently described as "extension" or "adult and continuing education."

Examples of the types of room wholly allocable to this function are classrooms and offices used exclusively for extension or continuing education programs.

40 LIBRARY: The orderly collection, storage, and retrieval of knowledge. This activity may be housed in a central location or decentralized and housed in two or more separate facilities. In either case, those activities which are under the supervision and control of a "Director of Libraries" and are available for use by more than one department within an institution of higher education should be included in this category.

50 GENERAL ADMINISTRATION AND INSTITUTIONAL SERVICES: Any activity the primary objective of which is the orderly planning and operation of the instruction, research, and/or public service functions of an institution of higher education in terms of academic affairs, fiscal affairs, personnel, student affairs, public relations, development, etc. For the purposes of this classification system, this category is intended to include the functions represented by the budget categories of General Administration, General Services, and Physical Plant.

60 AUXILIARY SERVICES: Activities which are characteristically represented by the types of physical facilities classified by "Room Type" and "GENERAL-USE FACILITIES" and "RESIDENTIAL FACILITIES" except to the extent such activities support instruction, research, public service, library, and/or general administration and institutional services.

70 NON-INSTITUTIONAL AGENCIES: Public or private agencies not under the supervision or control of the institutional administration.

80 UNASSIGNED: All areas which are unassigned at the time of the inventory either because of the nature of the space or because of its present condition.

81 Inactive Space: Included in this category are areas which are available for assignment to one of the above functions but are unassigned at the time of the inventory.

82 Alteration or Conversion: Included in this category are areas which are temporarily out of use because they are under alteration or conversion.

83 Unfinished: Included in this category are areas in new buildings or additions to existing buildings which are unfinished at the time of the inventory.

TYPE OF
ROOM

TYPE OF ROOM DIMENSION - CODES AND DEFINITIONS

In the development of this classification scheme for room types, it has not been possible to specify with fine precision the principles of the system. Although it may lack the qualities of a sophisticated, scientific system of classification, the classification of types of rooms does reflect certain principles derived from the experience of those who have dealt with the complex problems of a space inventory. The principles are enumerated below.

1. The type of room definitions should encompass all types of space found in buildings on the campus of an institution of higher education. Although some types of space may be of less interest than others, the omission of any space may lead to the inadvertent omission of appropriate data.

2. Since classroom and teaching laboratory utilization studies are still prevalent, the classification scheme should distinguish between those rooms for which such a utilization study is appropriate, and those rooms or facilities for which such analyses are not appropriate, even though they are used for instructional purposes.

3. Terms associated with function or subject-matter areas should be avoided in the classification of room types. This principle has led to the introduction of some relatively unfamiliar terminology. In order to avoid such functional terms as instruction, research, and library, for example, the terms class laboratory, non-class laboratory, and study facilities have been employed to designate teaching laboratories, research laboratories, and library reading rooms.

4. The proposed classification should not replace existing institutional systems of classifying rooms, but should, to the degree possible, be compatible with existing inventory methods. The categories of space are intentionally broad for purposes of collecting statistical information at the national (or state) level.

5. A corollary of the preceding principle, is that the system should produce meaningful and comparable summary data insofar as possible. Thus, for comparative purposes, it is intended that the definition of classrooms should be sufficiently specific to give reasonable assurance that all institutions will report the same types of space within this category. Similar intentions attach to each defined type of space, although it is recognized that some "catch-all" categories are included within the system.

6. The system should be useful in the projection of space needs. The development of factors for the projection of facility needs requires that existing space be grouped in a manner consistent with these factors. This principle precludes the use of a system which merely enumerates space on the basis of popular terminology, such as cold room, balance room, barber shop, studios, darkroom.

STANDARD TYPE OF ROOM CLASSIFICATION

100 CLASSROOM FACILITIES

110 Classroom
115 Classroom Service

200 LABORATORY FACILITIES

210 Class Laboratory
215 Class Laboratory Service

220 Special Class Laboratory
225 Special Class Laboratory Service

230 Individual Study Laboratory
235 Individual Study Laboratory Service

250 Non-Class Laboratory
255 Non-Class Laboratory Service

300 OFFICE FACILITIES

310 Office
315 Office Service

350 Conference Room
355 Conference Room Service

400 STUDY FACILITIES

410 Study Rooms

420 Stack

430 Open-Stack Reading Rooms

440 Library Processing Rooms

455 Study Facilities Service

500 SPECIAL-USE FACILITIES

510 Armory Facilities
515 Armory Facilities Service

520 Athletic-Physical Education Facilities
523 Athletic Facilities Spectator Seating
525 Athletic-Physical Education Facilities Service

530 Audio-Visual, Radio, TV Facilities
535 Audio-Visual, Radio, TV Facilities Service

540 Clinic Facilities (Non-Medical)
545 Clinic Facilities Service (Non-Medical)

550 Demonstration Facilities
555 Demonstration Facilities Service

560 Field-Service Facilities

590 Other Special-Use Facilities
595 Other Special-Use Facilities Service

TYPE OF ROOM CLASSIFICATION (Continued)

600 GENERAL-USE facilities

610 Assembly Facilities
615 Assembly Facilities Service

620 Exhibition Facilities
625 Exhibition Facilities Service

630 Food Facilities
635 Food Facilities Service

640 Health Facilities (Student)
645 Health Facilities Service (Student)

650 Lounge Facilities
655 Lounge Facilities Service

660 Merchandising Facilities
665 Merchandising Facilities Service

670 Recreation Facilities
675 Recreation Facilities Service

690 Other General-Use Facilities
695 Other General-Use Facilities Service

700 SUPPORTING FACILITIES

710 Data Processing-Computer Facilities
715 Data Processing-Computer Facilities Service

720 Shop Facilities
725 Shop Facilities Service

730 Storage Facilities
735 Storage Facilities Service

740 Vehicle Storage
745 Vehicle Storage Service

750 Central Food Stores

760 Central Laundry

790 Other Supporting Facilities
795 Other Supporting Facilities Service

TYPE OF ROOM CLASSIFICATION (Continued)

800 MEDICAL CARE FACILITIES

- 810 Human Hospital-Clinic Facilities
- 815 Human Hospital-Clinic Facilities Service

- 820 Human Hospital-Patient Care Facilities
- 825 Human Hospital-Patient Care Facilities Service

- 840 Dental Clinic Facilities
- 845 Dental Clinic Facilities Service

- 850 Veterinary Hospital-Clinic Facilities
- 855 Veterinary Hospital-Clinic Facilities Service

- 860 Veterinary Hospital-Animal Care Facilities
- 865 Veterinary Hospital-Animal Care Facilities Service

900 RESIDENTIAL FACILITIES

- 910 Residence for Single Persons

- 911 Dormitory

- 912 Food Service in Residence Halls

- 920 One-Family Dwelling

- 930 Multiple Family Dwelling

999 PRORATE

000 NON-ASSIGNABLE AREA (See Appendix C for definitions.)

- 010 Custodial Area

- 020 Circulation Area

- 030 Mechanical Area

- 040 Construction Area

080 UNASSIGNED AREA

- 081 Inactive Area

- 082 Alteration or Conversion Area

- 083 Unfinished Area

100 CLASSROOM FACILITIES

110 Classroom

Definition: A room used by classes which do not require special-purpose equipment for student use.

Description: Included in this category are rooms generally referred to as lecture rooms, lecture-demonstration rooms, seminar rooms, and general purpose classrooms. A Classroom may be equipped with tablet arm chairs (fixed to the floor, joined together in groups, or flexible in arrangement), tables and chairs (as in a seminar room), or similar types of seating. A Classroom may be furnished with special equipment appropriate to a specific area of study if this equipment does not render the room unsuitable for use by classes in other areas of study.

Limitations: This category does NOT include conference rooms, auditoriums, or class laboratories. Conference rooms are distinguished from seminar rooms on the basis of primary use; a room with tables and chairs which is used primarily for meetings (as opposed to classes) is a Conference Room. Auditoriums are distinguished from lecture rooms on the basis of primary use; a large room with seating oriented toward some focal point which is used for dramatic or musical productions, or for general meetings is an Assembly Facility (i.e., an auditorium normally used for other than scheduled classes). Class Laboratories are distinguished from classrooms on the basis of equipment in the room and by its limited use; a room with specialized equipment such as laboratory benches, typewriters, desk calculators, drafting tables, musical equipment, (instructional) shop equipment, etc., which is used for instructional purposes is a Class Laboratory.

115 Classroom Service

Definition: A room which directly serves a Classroom as an extension of the activities of the Classroom.

Description: Included in this category are projection rooms, cloak rooms, preparation rooms, closets, and storage if they serve a classroom.

Limitations: This category does NOT include projection rooms, cloak rooms, preparation rooms, closets, and storage, if such rooms serve laboratories, conference rooms, assembly facilities, etc. A projection booth in an auditorium is classified as Assembly Facilities Service.

200 LABORATORY FACILITIES

210 Class Laboratory

Definition: A room used by regularly scheduled classes which require special-purpose equipment for student participation, experimentation, observation, or practice in a field of study.

Description: A Class Laboratory is designed and/or furnished with specialized equipment to serve the needs of a particular area of study for group instruction in regularly scheduled classes. The design and/or equipment in such a room normally precludes its use for other areas of study. Included in this category are rooms generally referred to as teaching laboratories, instructional shops, typing laboratories, drafting rooms, band rooms, choral rooms, (group) music practice rooms, language laboratories, (group) studios, and similar specially designed and/or equipped rooms IF they are used primarily for group instruction in regularly scheduled classes.

Limitations: This category does NOT include laboratory rooms which serve as individual (or independent) study rooms (see 230 and 410). It does NOT include laboratories used for group instruction which are informally or irregularly scheduled (see 220). This category does NOT include rooms generally referred to as research laboratories (see 250). It does NOT include gymnasiums, pools, drill halls, laboratory schools, teaching clinics, demonstration houses, and similar facilities which are included under SPECIAL-USE FACILITIES.

215 Class Laboratory Service

Definition: A room which directly serves a Class Laboratory as an extension of the activities of the class laboratory.

Description: Included in this category are balance rooms, cold rooms, stock rooms, dark rooms, equipment issue rooms, animal rooms, greenhouses, and similar facilities which serve a Class Laboratory.

Limitations: This category does NOT include balance rooms, cold rooms, stock rooms, dark rooms, animal rooms, greenhouses, etc., which serve a Non-Class Laboratory.

220 Special Class Laboratory

Definition: A room used by informally (or irregularly) scheduled classes which require special-purpose equipment for student participation, experimentation, observation, or practice in a field of study.

Description: A Special Class Laboratory is designed and/or furnished with specialized equipment to serve the needs of a particular area of study for group instruction in informally (or irregularly) scheduled classes. The design and/or equipment in such a room normally precludes its use for other areas of study. Special Class Laboratories typically (but not necessarily or exclusively) include such rooms as language laboratories, (group) music practice rooms, (group) studios, etc.

Limitations: This category does NOT include Class Laboratories (210), individual study rooms (230 and 410), nor research laboratories (250). It does NOT include gymnasiums, pools, drill halls, laboratory schools, teaching clinics, demonstration houses, and similar facilities which are included under SPECIAL-USE FACILITIES.

225 Special Class Laboratory Service

Definition: A room which directly serves a Special Class Laboratory as an extension of the activities in such a facility.

Description: Included in this category are rooms which serve Special Class Laboratories.

Limitations: This category does NOT include rooms which serve Class Laboratories, Individual Study Laboratories, or Non-Class Laboratories.

230 Individual Study Laboratory

Definition: A room especially equipped and/or designed for individual student experimentation, observation, or practice in a particular field of study.

Description: Included in this category are music practice rooms, individual study laboratories, and similar rooms which serve a particular subject-matter area. Stations may be grouped (as in an individual study laboratory) or individualized (as in a music practice room).

Limitations: This category does NOT include individual study facilities which are intended for general study purposes. Study facilities not related to a specific area of study are classified as Study Rooms (410).

235 Individual Study Laboratory Service

Definition: A room which directly serves an Individual Study Laboratory as an extension of the activities in such a facility.

Description: Included in this category are rooms which serve Individual Study Laboratories.

Limitations: This category does NOT include rooms which serve Class Laboratories, Special Class Laboratories, Non-Class Laboratories, or Study Facilities Service.

250 Non-Class Laboratory

Definition: A room used for laboratory applications, research, and/or training in research methodology which requires special-purpose equipment for staff and/or student experimentation or observation.

Description: Included in this category are rooms generally referred to as research laboratories and research laboratory-office.

Limitations: This category does NOT include rooms generally referred to as teaching laboratories; see Class Laboratory, Special Class Laboratory, and Individual Study Laboratory, above.

255 Non-Class Laboratory Service

Definition: A room which directly serves a Non-Class Laboratory as an extension of the activities of the Non-Class Laboratory.

Description: Included in this category are balance rooms, cold rooms, stock rooms, dark rooms, animal rooms, greenhouses, etc., which serve a Non-Class Laboratory.

Limitations: This category does NOT include balance rooms, cold rooms, stock rooms, dark rooms, animal rooms, greenhouses, etc., which serve a Class Laboratory, a Special Class Laboratory, or an Individual Study Laboratory.

300 OFFICE FACILITIES

310 Office

Definition: A room used by faculty, staff, or students working at a desk (or table).

Description: Included in this category are rooms generally referred to as faculty offices, administrative offices, clerical offices, graduate assistant offices, teaching assistant offices, student offices, etc. Also included in this category is a Studio (music, art, etc.) if such a room serves as an office for a staff member. (A Studio intended to serve a group of students is classified as Class Laboratory.) An Office typically is equipped with one or more desks, chairs, tables, bookcases, and/or filing cabinets.

Limitations: This category does NOT include rooms which are equipped both as office and "research laboratory." A room equipped with laboratory benches, specialized scientific equipment, and/or such utilities as gas, water, steam, air, etc., is classified as a Non-Class Laboratory. Note that this distinction rests on equipment rather than function. It is recommended that those rooms which have office type equipment and fixed laboratory type equipment (primarily in the biological and physical sciences) within the same room be classified within the Non-Class Laboratory category. However, an appropriate proration to Office and Non-Class Laboratory may be made for such rooms. Large rooms, such as glass shops, printing shops, reading rooms, research laboratories, etc., which have a desk space for a technician or staff member are classified according to the primary purpose of the room rather than Office.

315 Office Service

Definition: A room which directly serves an Office (or group of offices) as an extension of the activities in an Office (or group of offices).

Description: Included in this category are file rooms, mimeograph rooms, vaults, waiting rooms, interview rooms, closets, private toilets, records rooms, and office supply rooms. Centralized mimeograph and printing shops which are campus-wide in scope should be classified as Shop Facilities.

Limitations: This category does NOT include centralized mimeograph and printing shops.

350 Conference Room

Definition: A room used by non-class groups for meetings.

Description: A Conference Room may be equipped with tables and chairs, lounge-type furniture, straight-back chairs, and/or tablet arm chairs. It typically (but not necessarily) is assigned to a department for its use. It is distinguished from such Classroom Facilities as seminar rooms, lecture rooms, and general classrooms because it is used primarily for activities other than (scheduled) classes.

Limitations: This category does NOT include classrooms, seminar rooms, lecture rooms, auditoriums, interview rooms, or lounges.

355 Conference Room Service

Definition: A room which directly serves a Conference Room as an extension of the activities of the Conference Room.

Description: Included in this category are such rooms as kitchenettes, chair storage rooms, projection rooms, sound equipment rooms, etc.

Limitations: This category does NOT include kitchens, dining rooms, and similar facilities in a centralized conference-type building. (Dining rooms open to the student body at large and/or the public are categorized as Food Service Facilities.)

400 STUDY FACILITIES

410 Study Room

Definition: A room used to study books or audio-visual materials on an individual basis.

Description: Included in this category are rooms generally referred to as library reading rooms, carrels, study rooms, individual study stations, study booths, and similar rooms which are intended for general study purposes. Study stations may be grouped (as in a library reading room) or individualized (as in a carrel). Study stations in a Study Room may include typewriters, remote terminals of a computer, electronic display equipment, etc. (See also 430.)

Limitations: This category does NOT include Individual Study Laboratories. An Individual Study Laboratory is limited in use to a particular area of study, while a Study Room is intended for general study (or a broad area of study). This category does NOT include Classrooms, Class Laboratories, Special Class Laboratories, Non-Class Laboratories, Offices, combined sleeping-study rooms in residence halls or other housing units, waiting rooms, or lounges.

420 Stack

Definition: A room (or portion of a room) used to provide shelving for books or audio-visual materials used by staff and/or students on an individual basis.

Description: Included in this category are rooms generally referred to as library stacks. (See also 430.)

Limitations: This category does NOT include book-shelf space in Classrooms, Laboratories, or Offices. Audio-visual film and tape libraries which generally serve groups (rather than individuals) are classified as AV-Radio-TV Facilities. Separate tape storage rooms for language laboratories should be classified as Laboratory Service. Separate rooms containing musical scores, records, and tapes are classified as Stack if the primary purpose of the materials is for instruction or research (as in a Library or Music Building). Rooms containing such materials and intended for listening enjoyment (as in a Student Union) should be classified as Recreation Facilities Service. Stacks serving Non-Class Laboratories should be classified as Non-Class Laboratory Service.

430 Open-Stack Reading Room

Definition: A room which is a combination of Study Room and Stack, generally without physical boundaries between the stack areas and the study areas.

Description: Included in this category are rooms generally referred to as open-stack reading rooms.

Limitations: This category would NOT be used if the area of an open-stack reading room can be prorated to Study Room and Stack at the time a physical inventory is made. This category might be used as a "working-purposes" category if proration on some appropriate basis is anticipated. Further limitations are defined under Study Room (410) and Stack (420).

440 Library Processing Rooms

Definition: A room which serves a Study Room, Stack, or Open-Stack Reading Room as a supporting service to such rooms.

Description: Included in this category are rooms generally referred to as card catalog, circulation desk, bookbinding, microfilm processing, and audio-visual record-playback equipment for distribution to individual study stations.

Limitations: This category does NOT include such library spaces as: offices for staff (which are classified as Offices); acquisitions work areas (which are classified as Offices); campus-wide or centralized audio-visual preparation areas, bookbinding, and microfilm processing areas (which are classified as Shops); instructional facilities for Library Science staff (which are classified as Classrooms, Class Laboratories, Special Class Laboratories, Offices, or other appropriate designations.

455 Study Facilities Service

Definition: A room which directly serves a Study Room, Stack, Open-Stack Reading Room, or Library Processing Room as a direct extension of the activities in such rooms.

Description: Other categories in these TYPE OF ROOM DEFINITIONS have provided a "service" category for each type of room. Because such facilities are minimal in library-type spaces this one category of Study Facilities Service is provided for all types of STUDY FACILITIES. Included are such areas as closets, locker space, coatrooms, etc.

Limitations: This category does NOT include card catalogs, circulation desks, and other areas designated under Library Processing Rooms (440).

500 SPECIAL-USE FACILITIES

510 Armory Facilities

Definition: A room (or area) used by ROTC units.

Description: This category includes indoor drill areas, rifle ranges, and special-purpose military science rooms.

Limitations: Classrooms, Class Laboratories, and Offices in an Armory are designated as Classrooms, Class Laboratories, and Offices.

515 Armory Facilities Service

Definition: A room which directly serves an Armory Facility as an extension of the activities of such a facility.

Description: This category includes supply rooms, weapons rooms, etc.

Limitations: Classroom Service, Class Laboratory Service, and Office Service rooms are so classified even though they are located in an Armory.

520 Athletic-Physical Education Facilities

Definition: A room (or area) used by students, staff, or the public for athletic activities.

Description: Included in this category are rooms generally referred to as gymnasiums, basketball courts, handball courts, squash courts, wrestling rooms, swimming pools, ice rinks, indoor tracks, indoor "fields," and fieldhouses.

Limitations: No distinction is made on the basis of instructional versus intramural or intercollegiate use of gymnasiums, swimming pools, etc. (Institutions which wish to study the utilization of such facilities will need to further subdivide this category.) This category does NOT include Classrooms, Laboratories, or Offices even though they may be located in an Athletic building. This category does NOT include the spectator seating area associated with athletic facilities (see below). It does NOT include outside fields, tennis courts, archery ranges, etc.

523 Athletic Facilities Spectator Seating

Definition: The seating area used by students, staff, or the public to watch athletic events.

Description: Included in this category are permanent seating areas in fieldhouses, gymnasiums, and natatoria.

Limitations: This category does NOT include temporary or movable-seating areas. Stadia Seating by definition is construction area.

525 Athletic-Physical Education Facilities Service

Definition: A room which directly serves an Athletic-Physical Education Facility as an extension of the activities in such a facility.

Description: Included in this category are rooms generally referred to as locker rooms, shower rooms, coaches rooms, ticket booths, dressing rooms, equipment supply rooms, first aid rooms, skate sharpening rooms, towel rooms, etc.

Limitations: This category does NOT include public toilet rooms.

530 Audio-Visual, Radio, TV Facilities

Definition: A room or group of rooms used in the production and distribution of instructional media.

Description: This category includes rooms generally referred to as TV studios, radio studios, sound studios, graphics studios, and similar rooms.

Limitations: Studios used primarily as part of an instructional program to train students in communication techniques should be classified as Class Laboratories (if scheduled) or Class Laboratory Service (if not scheduled).

535 Audio-Visual, Radio, TV Facilities Service

Definition: A room which directly serves an Audio-Visual, Radio, or TV Facility as an extension of the activities in such facilities.

Description: Included in this category are rooms generally referred to as film library, tape library, control room, video tape recorder room, property storage, recording rooms, and engineering maintenance rooms.

Limitations: Control rooms, recording rooms, and similar facilities used primarily to train students in communication techniques should be classified as Class Laboratories (if scheduled) or Class Laboratory Service (if not scheduled).

540 Clinic Facilities (Non-Medical)

Definition: A room used for the diagnosis and/or treatment of patients in a program other than medicine (human or veterinary), dentistry, and student health care.

Description: Included in this category are rooms generally referred to as patient examination rooms, testing rooms, consultation rooms. Clinics are typically associated with such educational areas as psychology, speech and hearing, remedial reading, and remedial writing.

Limitations: This category does NOT include clinics associated with student health care. It does NOT include clinics for the medical or dental treatment of humans or animals.

545 Clinic Facilities Service (Non-Medical)

Definition: A room which directly serves a Clinic as an extension of the activities in a Clinic.

Description: Included in this category are waiting rooms, observation rooms, control rooms, records rooms, and similar supporting rooms.

Limitations: This category does NOT include rooms which serve Medical Care Facilities.

550 Demonstration Facilities

Definition: A room (or group of rooms) used to practice the principles of certain subject-matter areas, particularly teaching and home management.

Description: This category includes demonstration schools, laboratory schools, pre-school nurseries, etc., IF the facilities support the training of the college-level students involved as (certified) teachers. This category includes home management houses which serve to train college-level students in home management.

Limitations: Demonstration schools, laboratory schools, pre-school nurseries, and home management houses in which the students serve as the subjects for a research study are classified as Non-Class Laboratory. Rooms which serve nursery, elementary, or secondary school students (in a laboratory school or pre-school nursery) will NOT be classified as Classroom, Class Laboratory, Office, etc., but rather as Demonstration Facilities. However, Classrooms or Class Laboratories in such facilities used primarily for collegiate level students should be classified as Classrooms or Class Laboratories. Offices and Conference Rooms used by collegiate level staff should be designated Offices and Conference Rooms.

555 Demonstration Facilities Service

Definition: A room which directly serves a Demonstration Facility as an extension of the activities of the Demonstration Facility.

Description: Included in this category are facilities generally referred to as store rooms, laundry, etc. (in a home demonstration facility) and kitchen, lockers, shower rooms, etc. (in a laboratory school).

Limitations: The distinction between Demonstration Facilities and Demonstration Facilities Service is somewhat arbitrary. In general, the primary activity areas such as kitchen, dining room, living room (in a home demonstration house) or classroom, laboratories, gymnasiums (in a laboratory school) should be designated as Demonstration Facilities.

560 Field-Service Facilities

Definition: A barn or similar structure for animal shelter or the handling, storage, and/or protection of farm products, supplies, and tools.

Description: Field-Service Facilities include *barns*, *animal shelters*, *sheds*, *silos*, *feed units*, *hay storage*, and *seedhouses*. *Greenhouses* related to farm operations are included in this category. Structures are typically of light frame construction with unfinished interiors, usually related to agricultural field operations, and are frequently located outside the central campus area.

Limitations: Location of a building is NOT sufficient justification for classification as a Field-Service Facility. Finished rooms such as *endocrine research laboratories*, *dairy research laboratories*, etc., should be classified as Non-Class Laboratories.

590 Other Special-Use Facilities

A category of last resort.

595 Other Special-Use Facilities Service

A category of last resort.

600 GENERAL-USE FACILITIES

610 Assembly Facilities

Definition: A room designed and equipped for dramatic, musical, devotional, or livestock judging activities.

Description: This category includes rooms generally referred to as theaters, auditoriums, concert halls, arenas, chapels, and (livestock) judging pavilions. Seating area, stage, orchestra pit, chancel, arena, and aisles are included in Assembly Facilities.

Limitations: Assembly rooms are NOT primarily used for instructional purposes (see Classroom Facilities).

615 Assembly Facilities Service

Definition: A room which directly serves an Assembly Facility as an extension of the activities of such a facility.

Description: This category includes check rooms, coat rooms, ticket booths, dressing rooms, projection booths, property storage, make-up rooms, costume storage, green rooms, control rooms, etc.

Limitations: Lobbies are non-assignable space classified as Circulation space.

620 Exhibition Facilities

Definition: A room used for exhibits.

Description: This category includes museums, art galleries, and similar exhibition areas.

Limitations: Study collections NOT primarily for general exhibition such as departmental displays of anthropological, botanical, or geological specimens should be classified under an appropriate Laboratory Facility category.

625 Exhibition Facilities Service

Definition: A room which directly serves an Exhibition Facility as an extension of the activities in such a facility.

Description: This category includes work rooms for the preparation of materials and displays, vault or other storage for works of art, check rooms, etc.

Limitations: Research areas in a museum are classified as Non-Class Laboratories or Non-Class Laboratory Service.

630 Food Facilities

Definition: A room used for eating food.

Description: This category includes dining halls, cafeterias, snack bars, restaurants, and similar eating areas.

Limitations: This category is limited to facilities which are open to the student body and/or public at large. Dining halls in residence halls (or separate facilities serving a group of residence halls) are classified as Residential.

635 Food Facilities Service

Definition: A room which directly serves a Food Facility as an extension of the activities in such a facility.

Description: This category includes such areas as kitchens, refrigeration rooms, freezers, dishwashing rooms, cafeteria serving areas, and other non-dining areas.

Limitations: This category is limited to service areas in which the Food Facility is open to the student body and/or public at large. Service areas to Food Facilities in a residence hall (or a facility serving a group of residence halls) are classified as Residential.

640 Health Facilities (Student)

Definition: A room used for the medical examination or treatment of students.

Description: This category includes examination rooms, bedrooms, surgery rooms, clinics, etc.

Limitations: This category does NOT include such clinics as speech and hearing clinics, psychology clinics, and similar instructional and/or research facilities. Teaching hospitals for students in Human or Veterinary Medicine are NOT included. Incidental use of a Health Facility by staff members may occur.

645 Health Facilities Service (Student)

Definition: A room which directly serves a Health Facility (Student) as an extension of the activities in such a facility.

Description: Included in this category are such rooms as dispensaries, record rooms, waiting rooms, clinical laboratories, scrub-up rooms, linen closets, etc.

Limitations: This category does NOT include service rooms for teaching clinics or teaching hospitals.

650 Lounge Facilities

Definition: A room used for rest and relaxation.

Description: A lounge is typically equipped with upholstered furniture, draperies, and/or carpeting.

Limitations: A Lounge is distinguished from a Conference Room by its more informal atmosphere and its general public availability. A "lounge" area associated with a toilet is non-assignable space and classified as Mechanical Area.

655 Lounge Facilities Service

Definition: A room which directly serves a Lounge, such as a kitchenette.

660 Merchandising Facilities

Definition: A room (or group of rooms) used to sell products or services.

Description: This category includes such rooms as bookstores, barber shops, post offices, dairy stores, student union "desks," and motel-hotel rooms.

Limitations: This category does NOT include dining rooms, restaurants, snack bars, and similar Food Facilities. It does NOT include meeting rooms which are classified as Conference Rooms.

665 Merchandising Facilities Service

Definition: A room which directly serves a Merchandising Facility as an extension of the activities in that room.

Description: Included in this category are rooms generally referred to as supply closets, sorting rooms, freezers, telephone rooms, linen rooms, laundry rooms, valet service, and private toilets.

Limitations: This category does NOT include public toilet rooms.

670 Recreation Facilities

Definition: A room used by students (staff and/or the public) for recreational purposes.

Description: This category includes such rooms as bowling alleys, pool and billiards rooms, ping pong rooms, ballrooms, chess rooms, card-playing rooms, (non-instructional) music listening rooms, and hobby rooms.

Limitations: This category does NOT include gymnasiums, basketball courts, handball courts, squash courts, wrestling rooms, swimming pools, ice rinks, indoor tracks, indoor fields, or field houses, which should be classified as Athletic-Physical Education Facilities. It does NOT include outside facilities such as tennis courts, archery ranges, fields (football, hockey, etc.) or golf courses.

675 Recreation Facilities Service

Definition: A room which directly serves a Recreation Facility as an extension of the activities of such a facility.

Description: This category includes storage closets, equipment issue rooms, cashiers desk, and similar areas.

Limitations: This category does NOT include kitchens, short-order kitchens, snack bars, or other Food Facilities. It does NOT include Athletic-Physical Education Facilities Service areas.

690 Other General-Use Facilities

A category of last resort.

695 Other General-Use Facilities Service

A category of last resort.

700 SUPPORTING FACILITIES

710 Data Processing-Computer Facilities

Definition: A room (or group of rooms) for institution-wide processing of data by machines or computers.

Description: This category includes keypunch rooms, electronic data processing rooms, electronic computer rooms, and similar data processing areas.

Limitations: This category does NOT include rooms containing desk calculators, posting-billing machines, check-writing machines, and similar Office or Office Service rooms. It is recommended that the area occupied by a keypunch machine, sorter, or other EDP equipment in a room otherwise classifiable as an Office NOT be prorated to this category. A data processing facility used only for instruction should be jointly classified as a Class Laboratory. Such a facility used for instruction and/or research and/or administrative data processing should be included in this category. (Note that the allocation or proration of facilities recorded in this category to "instruction," "research," "public service," "library," "general administration," etc., can be accomplished separately by the classification of FUNCTION; i.e., independently of this room-type classification.)

715 Data Processing-Computer Facilities Service

Definition: A room which directly serves a Data Processing-Computer Facility as an extension of the activities of that facility.

Description: This category includes such rooms as card storage, paper form storage, tape storage, tape storage vaults, control rooms, plugboard storage, wiring rooms, equipment repair rooms, observation rooms, and similar service areas.

Limitations: This category does NOT include offices for data processing personnel which should be classified as Offices.

720 Shop Facilities

Definition: A room used for the manufacture or maintenance of products and equipment.

Description: This category includes such rooms as *carpenter shops*, *plumbing shops*, *electrical shops*, *painting shops*, and similar physical plant maintenance facilities. It also includes *central printing and duplicating shops*, *central receiving*, and *central stores*.

Limitations: This category does NOT include *instructional shops*; *industrial arts* and *vocational-technical shops* used for instruction should be classified as Class Laboratories. Highly specialized *shops* for the production of scientific apparatus and equipment should be classified as Laboratory Service (Class Laboratory Service or Non-Class Laboratory Service). *Materials preparation areas* in Audio-Visual, Radio Stations, and TV Studios should be classified as Audio-Visual, Radio, TV Facilities. Maintenance and repair areas of *vehicles*, *airplanes*, *boats*, etc., should be classified as Vehicle Storage Service. *Engineering drafting rooms* serving the physical plant operation are classified as Offices. *Blueprint storage rooms* are classified as Office Service.

725 Shop Facilities Service

Definition: A room which directly serves a Shop as an extension of the activities in such a room.

Description: Included in this category are *tool supply-storage rooms*, *materials storage rooms*, and similar *equipment or material supply and/or storage rooms*. *Locker rooms*, *shower rooms*, *lunch rooms*, and similar *non-public* areas should be included.

Limitations: This category does NOT include *service areas* related to Class or Non-Class Laboratories. It does NOT include *vehicular repair facilities* ("garages") which are classified as Vehicle Storage Service. *Blueprint storage rooms* should be classified as Office Service. *Public* toilets are NOT included.

730 Storage Facilities

Definition: A room used to store materials.

Description & Limitations: Classification of a room as a Storage Facility is limited by definition to a central storage facility (warehouse) and inactive departmental storage. Storage related to other types of space follow the classification of that type of space with a "service" designation. For example, a storage closet for office supplies is classified as Office Service. The distinction between a "service" classification and "storage" rests on the possibility of physical separation of the materials stored. If the material being stored could be placed in a warehouse, implying only occasional demand for the materials, then Storage Facility is the appropriate classification. Storage which must, by the nature of the materials stored and the demands placed upon them by the program, be close at hand should be classified according to the appropriate "Service" category.

735 Storage Facilities Service

Definition: A room which directly serves a Storage Facility.

740 Vehicle Storage

Definition: A room (or structure) which is used to store vehicles.

Description: This category includes rooms (or structures) generally referred to as garages, boat houses, airport hangars, and other storage areas for vehicles (broadly defined).

Limitations: This category does NOT include portions of barns or similar Field-Service Facilities which are used to house farm implements, or parking areas.

745 Vehicle Storage Service

Definition: A room (or structure) used to service vehicles.

Description: This category includes any area associated with a Vehicle Storage facility which is used for the maintenance and repair of automotive equipment, boats, airplanes, and similar vehicles.

Limitations: This category does NOT include service areas which serve building maintenance and repair which are classified as Shop Facilities.

750 Central Food Stores

Definition: A central facility for the processing and storage of foods used in Residence Facilities and Food Facilities.

Description: This category includes food storage areas, lockers, cold rooms, refrigerators, meat processing areas, and similar facilities located in a Central Food Stores building.

Limitations: Offices and conference rooms located in a Central Food Stores building are classified as Offices and Conference Rooms. Food storage areas, freezers, lockers, etc., NOT located in a Central Food Stores building are classified as Food Facilities Service.

760 Central Laundry

Definition: A central facility for washing, drying, and ironing of linens, uniforms, and other institutional material.

Description: This category includes laundry rooms, drying rooms, ironing rooms, etc., located in a Central Laundry.

Limitations: Offices and conference rooms located in a Central Laundry are classified as Offices and Conference Rooms. Laundry rooms, drying rooms, ironing rooms, etc., NOT located in a Central Laundry are classified as Residential Facilities or as a Service facility to whatever type of space they serve.

790 Other Supporting Facilities

A category of last resort.

795 Other Supporting Facilities Service

A category of last resort.

800 MEDICAL CARE FACILITIES

Note: This category does NOT include student health care facilities.

This category does NOT include non-medical clinic facilities.

810 Human Hospital-Clinic Facilities

Definition: A room used for the medical examination and/or treatment of humans as inpatients or outpatients.

Description: This category includes rooms generally referred to as examination rooms, operating rooms, x-ray rooms, physical therapy rooms, delivery rooms, labor rooms, recovery rooms, and similar facilities which are (or may be) used in the examination and/or treatment of several patients within the course of a day. It also includes such clinics as medical, surgical, obstetric-gynecology, pediatric, psychiatric, otorhinolaryngology, and ophthalmology. Physical and occupational therapy clinics associated with a hospital are also included.

Limitations: Human Hospital-Clinic Facilities are distinguished from Human Hospital-Patient Care Facilities primarily on the basis of the length of time which a patient spends in such facilities. Clinic Facilities such as examination rooms, operating rooms, etc., are capable of serving many patients in the course of a day. Patient Care Facilities such as bedrooms, wards, etc., serve as a "home base" for a patient for a relatively long period of time.

This category does NOT include Student Health Care Facilities, Non-Medical Clinics, Classrooms, Class Laboratories, Special Class Laboratories, Offices, Study Facilities, Shops, Merchandising Facilities, and similar rooms which can be otherwise classified.

This category does NOT include Dental Clinics.

815 Human Hospital-Clinic Facilities Service

Definition: A room which serves a Human Hospital-Clinic Facility as a direct extension of the activities in such a room.

Description: This category includes rooms generally referred to as clinical laboratories, pharmacy, radium storage, control rooms, isotope vaults, animal rooms supporting diagnostic functions, and similar rooms which support clinical facilities, but which the patient does not normally enter.

Limitations: Clinic Facilities are distinguished from Clinic Facilities Service on the basis of the presence of patients. Rooms which patients enter for examination and/or treatment are Clinic Facilities. Supporting clinical facilities not normally entered by patients are classified as Clinic Facilities Service.

820 Human Hospital-Patient Care Facilities

Definition: A room which provides a bed for patients in a hospital.

Description: This category includes rooms generally referred to as bedrooms, wards, nurseries, and similar rooms.

Limitations: This category does NOT include Clinic Facilities. (See Limitations in category 810 for basis of distinction.) This category does NOT include Patient Care Facilities in a Student Health Center. It does NOT include Non-Medical Clinics.

825 Human Hospital-Patient Care Facilities Service

Definition: A room which serves a Patient Care Facility as a direct extension of the activities in such a room.

Description: This category includes rooms generally referred to as nurses stations, charting rooms, tub rooms, medication rooms, nourishment rooms, formula rooms, and food service facilities for patients.

Limitations: This category does NOT include facilities which support student health care facilities, nor does it include Clinic Service Facilities.

840 Dental Clinic

Definition: A room used for the dental examination and/or treatment of humans.

Description: This category includes rooms generally referred to as dental clinics.

Limitations: This category does NOT include Medical Clinics.

845 Dental Clinic Service

Definition: A room which serves a Dental Clinic as a direct extension of the activities in such a room.

Description: This category includes supporting laboratory services and other facilities which serve a Dental Clinic.

Limitations: Dental Clinic Service rooms are generally NOT entered by patients.

850 Veterinary Hospital-Clinic Facilities

Definition: A room used for the medical examination and/or treatment of animals as inpatients or outpatients.

Description: This category includes rooms generally referred to as examination rooms, surgery rooms, x-ray rooms, and similar facilities which are (or may be) used in the examination and/or treatment of several patients within the course of a day.

Limitations: Veterinary Hospital-Clinic Facilities are distinguished from Veterinary Hospital-Patient Care Facilities primarily on the basis of the length of time which a patient spends in such a facility. Clinic Facilities such as examination rooms, operating rooms, etc., are capable of serving many patients in the course of a day. Patient Care Facilities serve as a "home base" for a patient for a relatively long period of time.

This category does NOT include surgery rooms and similar facilities which serve as preparation areas for Class Laboratories or Non-Class Laboratories. Such rooms are classified as Service Facilities to such laboratories.

855 Veterinary Hospital-Clinic Facilities Service

Definition: A room which serves a Clinic Facility as a direct extension of the activities in such a facility.

Description: This category includes rooms generally referred to as clinical laboratories, pharmacy, radium storage, scrub-up rooms, animal rooms used for diagnostic purposes, etc.

Limitations: Clinic Facilities are distinguished from Clinic Facilities Service on the basis of the presence of patients. Rooms which patients enter for examination and/or treatment are Clinic Facilities. Supporting clinic facilities not normally entered by patients are classified as Clinic Facilities Service.

860 Veterinary Hospital-Animal Care Facilities

Definition: A room which provides a cage or stall for animal patients.

Description: This category includes rooms generally referred to as animal rooms, stalls, wards, and similar rooms.

Limitations: This category does NOT include Clinic Facilities. (See Limitations in category 850 for basis of distinction.) Animal rooms, stalls, wards, etc., which house animals intended for use in Class Laboratories, Non-Class Laboratories, or Human Hospital Clinic Facilities, are classified as Service areas to such rooms.

865 Veterinary Hospital-Animal Care Facilities Service

Definition: A room which serves an Animal Care Facility as a direct extension of the activities in such a room.

Description: This category includes rooms generally referred to as feed storage rooms, feed mixing rooms, cage washing rooms, and similar facilities.

Limitations: This category does NOT include facilities which directly serve animal-care facilities associated with Class Laboratories, Non-Class Laboratories, or Human Hospital-Clinic Facilities.

900 RESIDENTIAL FACILITIES

910 Residence for Single Persons

Definition: A residence designed for unmarried persons.

Description: This category includes all bedrooms, non-public bathrooms, dining halls, kitchens, laundry rooms, pressing rooms, and storage rooms in a residence for unmarried persons.

Limitations: Rooms in a residence hall which serve primarily as classrooms should be classified as Classrooms. Offices for staff members should be classified as Offices. Study rooms (for general student use, not areas which are part of bedrooms) should be classified as Study Rooms.

911 Dormotory

Definition: Living quarters for unmarried persons.

Description: This category includes all bedrooms, non-public bathrooms, laundry rooms, pressing rooms, and storage rooms (other than Food Stores) in a residence hall for unmarried persons.

Limitations: Rooms in a dormotory which serve primarily as classrooms should be classified as classrooms. Offices for staff members should be classified as Offices. Study rooms (for general student use, not in areas which are part of bedrooms) should be classified as Study Rooms. Food Storage Rooms should be classified under 912 Food Service in Residence Halls.

912 Food Service in Residence Halls

Definition: Those facilities where food is prepared and served to the occupants.

Description: This category includes all dining halls, kitchens and food service facilities in residence halls for unmarried persons.

Limitations: Rooms which are used primarily for the public or for faculty should not be included here. Faculty dining facilities should be classified under 630.

920 One-Family Dwelling

Definition: A house provided for one family.

Description: This category includes houses provided for, or rented to, staff (or students).

Limitations: This category does NOT include investment properties which may be rented to non-institutional personnel.

930 Multiple-Family Dwelling

Definition: A duplex house or apartment building for more than one family.

Description: This category includes student and faculty apartment buildings and duplex houses rented to staff and/or students.

Limitations: This category does NOT include investment properties which may be rented to non-institutional personnel.

SUGGESTED BUILDING DATA COLLECTION FORM

1. Abbreviated Building Name . . . _ _ _ _ _ _ _ _ _ _ _ _

2. Building Number . . . . _ _ _ _ _

3. Gross Square Feet . . . . _ _ _ _ _ _ _

4. Actual Capital Investment . . . . _ _ _ _ _ _
(in Thousands of Dollars)

5. Estimated Replacement Value . . . . _ _ _ _ _ _
(in Thousands of Dollars)

6. Ownership . . . . _

7. Date of Initial Occupancy . . . . _ _ _ _ _

8. Condition . . . . _

9. Institutional Code . . . . _ _ _ _

10. Date of Inventory ________________________________

SOURCE OF FUNDS
FOR BUILDINGS INITIALLY OCCUPIED AFTER JUNE 30, 1964

	Thousands of Dollars		Thousands of Dollars
01		13	
02		14	
03		15	
04		16	
05		17	
06		18	
07		19	
08		20	
09		21	
10		22	
11		23	
12		24	

EXAMPLES

A MINIMUM SPACE-SURVEY RECORD ON 3" x 5" CARDS

One Card per Room
For Manual Completion and Tabulation
By a Small Institution

(1) Building:________________________ Room:________ (2)

(3) Type of Room: ________________________________

(4) Organizational Unit: __________________________

(5) Notes:

(6) Date of Record:____________ Prepared by:__________ (7)

CODE NUMBERS:				DATA:	
Room Type	Organizational Unit		Function	Stations	Floor Area
	Group	Subject Field			
- - -	-	- - -	- -	-,- - -	- -,- - -
(8)	(9)		(10)	(11)	(12)

DESCRIPTION OF ITEMS:

(1) Building name or abbreviation.
(2) Room number (or name--e.g., Auditorium).
(3) Words or abbreviations as in standard classification of room types. (See Room Type)
(4) Institution's designation of academic department, administrative unit, etc.
(5) Special facilities (e.g., audio-visual), qualitative rating, etc., as desired for institution's purposes. Dimensions (& sketch if necessary) for calculation of floor area.
(6) "As of" date of the physical inventory.
(7) Name or initials.
(8) Standard classification code for room type based on (3). (See Room Type)
(9) Standard classification of organizational units, based on (4).

(10) Standard classification of function.
(11) Number of stations (classrooms, class labs, study facilities, and assembly facilities only).
(12) Assignable square feet (nearest whole number). (Every room.)

TABULATION OF DATA:

Sort cards manually into groups on the basis of summary report requirements. Add (11) for selected facilities and (12) for all rooms.

PERMANENT FILE:

By room within building; up-date annually or continuously.

FORM B -- ROOM INVENTORY (DESIGNED FOR ELECTRONIC DATA PROCESSING)

Building Name ___ ___ ___ ___ ___ ___ ___ ___ ___
1 2 3 4 5 6 7 8 9

Building Number ___ ___ ___ ___
10 11 12 13

Institution ___ ___ ___ ___
75 76 78 79

Date ___
79

Card

Room Number			Square Feet	Dimensions				+	Capac-ity	Department		Type of Room		Func-tion	P
				L_1	W_1	L_2	W_2	-		Alpha	Code	Alpha	Code		T
14	15 - 17	18	19 - 24	25-28	29-32	33-36	37-40	41	42-44		49-52		63-65	68-69	70

INSTRUCTIONS AND DEFINITIONS - FORM B

Complete one line of Form B for each room in each building. In general, each room should be included only once. (See Proration below for exceptions.)

Building Name (Columns 1-9): Print the "Short Building Name" in the spaces provided. Place the first alphabetic character in the first space; i.e., if the "Short Building Name" contains less than 9 letters, the blank spaces should be at the right of the field.

EXAMPLE:

P	H	Y	S		S	C	I	
1	2	3	4	5	6	7	8	9

for the Physical Sciences Building.

Building Code (Columns 10-13): Enter the institutional code number assigned to this building. This must be the same code number assigned to buildings in the Building Inventory and room cards for the utilization studies. All columns should have an entry.

EXAMPLE:

0	0	0	7
10	11	12	13

where the building number is 7.

Institution Code (columns 75-78) Enter the appropriate code of the institution.

EXAMPLE:

0	1	0	1
75	76	77	78

for the institution whose code number is 101.

Date (Column 79): Enter the last digit of the year in which the inventory was undertaken (or updated).

EXAMPLE:

7
79

for inventory data recorded in 1967.

Card (Column 80): The code has already been entered.

* * *

Room Number (Columns 14-18): Enter the room number assigned to the room. In general, Columns 15-17 should be used for a typical three-digit room number. Column 14 should be used for any rooms numbered 1000 and above. This column may also be used for alphabetic prefixes where they occur. Column 18 should be used for alphabetic suffixes.

Columns 14 and 18 should be left blank where a prefix and/or suffix do not occur. Columns 15 to 17 should have an entry in each column.

EXAMPLE:

	0	2	1	C
14	15	16	17	18

for Room 21C.

INSTRUCTIONS AND DEFINITIONS - FORM B (Page 2)

Square Feet (Columns 19-24): Enter the number of assignable square feet in the room. For basis of measurement see **Building Area Classification**. **All columns should have an entry.**

EXAMPLE: $\underset{19}{\underline{0}}\ \underset{20}{\underline{0}}\ \underset{21}{\underline{1}}\ \underset{22}{\underline{6}}\ \underset{23}{\underline{5}}\ \underset{24}{\underline{7}}$ for a room with 1657 square feet.

*L_1, W_1, L_2, W_2 Sign (Columns 25-41): These data are optional. They are included for institutional use only.

Capacity (Columns 42-44): Enter the capacity of the room for the following types of rooms ONLY:

110 Classrooms
210 Class Laboratory
410 Study Rooms
420 Stack
430 Open-Stack Reading Room
610 Assembly Facilities

EXAMPLE: $\underset{42}{\underline{0}}\ \underset{43}{\underline{3}}\ \underset{44}{\underline{2}}$ for a room with 32 stations.

*Department-Alpha: This space is provided for entering a departmental designation at the time of the inventory. Normally it will not be keypunched.

EXAMPLE: Chemistry for a room assigned to Chemistry.

Department-Standard Code (Columns 49-52): Enter the numeric **Unit Code** which designates the department (or other organizational unit) to which the room is assigned. (See Proration below.)

EXAMPLE: $\underset{49}{\underline{1}}\ \underset{50}{\underline{3}}\ \underset{51}{\underline{3}}\ \underset{52}{\underline{0}}$ for a room assigned to Chemistry.

*Type of Room-Alpha: This space is provided for entering a type of room designation at the time of the inventory.

EXAMPLE: Class Lab for a Class Laboratory.

Type of Room-Standard Code (Columns 63-65): Enter the numeric code from **Room Type** which designates the type of room. See **Room Type** for definitions of these types of rooms. (See Proration below.)

EXAMPLE: $\underset{63}{\underline{2}}\ \underset{64}{\underline{1}}\ \underset{65}{\underline{0}}$ for a Class Laboratory.

Function-Standard Code (Columns 68-69): Enter the numeric code from **Function** which designates the function served by the room. (See Proration below.)

EXAMPLE: $\underset{68}{\underline{0}}\ \underset{69}{\underline{1}}$ for a room whose function is instructional.

---

*Optional Items.

INSTRUCTIONS AND DEFINITIONS - FORM B (Page 3)

Proration (Column 70): This system classifies each room according to three attributes: Organizational Unit, Type of Room, and Function. The system allows for the possibility that a given room may be assigned to more than one department, and/or may represent more than one type of room, and/or may serve more than one function. Despite this flexibility it is strongly recommended that proration on the basis of Department and/or Type of Room be avoided wherever possible.

If the square feet in the room are NOT to be prorated, then Column 70 should be left blank.

If the square feet in a room are to be prorated, then a "T" should be entered in Column 70 for that card which contains the Total square feet in the room.

Additional cards representing the prorated portions of square feet in the room distributed to appropriate Departments and/or Types of Rooms and/or Function should be coded "P" in Column 70.

The purpose of this column is to provide a visual cue on printed lists that the square footage has been prorated. The designation for type of proration is a function of the coding system:

Department Proration:	9999	(Columns 49-52)
Type of Room Proration:	999	(Columns 63-65)
Function Proration:	99	(Columns 68-69).

EXAMPLE 1: For a room shared equally by two departments:

Square Feet 19-24	Department 49-52	Type 63-65	Function 68-69	P/T 70
000250	9999	310	01	T
000125	1330	310	01	P
000125	1310	310	01	P

Line 1 above indicates the total square footage in the room. Line 2 prorates one-half the space to Chemistry (1330) and Line 3 prorates one-half the space to Mathematics (1310).

EXAMPLE 2: For a room serving two purposes and two departments:

Square Feet 19-24	Department 49-52	Type 63-65	Function 68-69	P/T 70
000500	9999	999	99	T
000300	1330	250	02	P
000100	1330	310	01	P
000100	1310	310	01	P

Line 1 indicates the total square footage in the room. Line 2 indicates 300 square feet are used by Chemistry (1330) for a Non-Class Laboratory (250) for Research purposes (02). Line 3 indicates that 100 square feet are used by Chemistry (1330) for office space (310) for Instructional purposes (01). Line 4 indicates that 100 square feet are used by Mathematics (1310) for office space (310) for Instruction purposes (01).

Report Form 1: Total Campus — By Types of Rooms

Type of Room	Net Assignable Square Feet
100 CLASSROOM FACILITIES	(____________)
110 Classroom	------------
115 Classroom Service	------------
200 LABORATORY FACILITIES	(____________)
210 Class Laboratory	------------
215 Class Laboratory Service	------------
220 Special Class Laboratory	------------
225 Special Class Laboratory Service	------------
230 Individual Study Laboratory	------------
235 Individual Study Laboratory Service	------------
250 Non-Class Laboratory	------------
255 Non-Class Laboratory Service	------------
300 OFFICE FACILITIES	(____________)
310 Office	------------
315 Office Service	------------
350 Conference Room	------------
355 Conference Room Service	------------
400 STUDY FACILITIES	(____________)
410 Study Room	------------
420 Stack	------------
430 Open-Stack Reading Room	------------
440 Library Processing Room	------------
455 Study Facilities Service	------------

[Continued on next page]

Report Form 1 — 2nd page

Type of Room	Net Assignable Square Feet
500 SPECIAL-USE FACILITIES (Service rooms included)	(------------)
510 Armory Facilities	------------
520 Athletic-Physical Education Facilities	------------
530 Audio-Visual, Radio, TV Facilities	------------
540 Clinic Facilities (Non-Medical)	------------
550 Demonstration Facilities	------------
560 Field-Service Facilities	------------
590 Other Special-Use Facilities	------------
600 GENERAL-USE FACILITIES (Service rooms included)	(------------)
610 Assembly Facilities	------------
620 Exhibition Facilities	------------
630 Food Facilities	------------
640 Health Facilities (Student)	------------
650 Lounge Facilities	------------
660 Merchandising Facilities	------------
670 Recreation Facilities	------------
690 Other General-Use Facilities	------------
700 SUPPORTING FACILITIES (Service rooms included)	(------------)
710 Data Processing-Computer Facilities	------------
720 Shop Facilities	------------
730 Storage Facilities	------------
740 Vehicle Storage	------------
790 Other Supporting Facilities	------------

[Continued on next page]

Report Form 1 — 3rd page

Type of Room	Net Assignable Square Feet
800 MEDICAL-CARE FACILITIES (Service rooms included)	(____________)
810 Human Hospital-Clinic Facilities	____________
820 Human Hospital-Patient Care Facilities	____________
840 Dental Clinic Facilities	____________
850 Veterinary Hospital-Clinic Facilities	____________
860 Veterinary Hospital-Animal Care Facilities	____________
Subtotal — Nonresidential Facilities	____________
900 RESIDENTIAL FACILITIES	(____________)
910 Residence for Single Persons	____________
920 One-Family Dwelling	____________
930 Multiple-Family Dwelling	____________
940 Central Food Stores	____________
950 Central Laundry	____________
Total Facilities in Use	____________
080 UNASSIGNED FACILITIES	(____________)
081 Inactive	____________
082 Alteration or Conversion	____________
083 Unfinished	____________
TOTAL EXISTING FACILITIES	____________

Report Form 2: Total Campus — By Types of Rooms and Groups of Organizational Units

Type of Room	(1) Total Net Assignable Sq. Ft.	(2) Net Assignable Sq. Ft. Assigned to Each Group of Organizational Units	(3)	(4)	(5)	(6)	(7)
		(1000-4999) I&R Depts. Org. Activ. Org. Rsrch. Pub. Serv.	(Code 5000) Library	(Code 6000) Gen. Admin. & Instit'l Services	(Code 7000) Auxiliary Services	(Code 8000) Non-Instit. Agencies	(Code 9000) Unassigned
110 Classroom							
115 Classroom Service							
210 Class Lab							
215 Class Lab Service							
220* Special Class Lab							
230* Individual Study Lab							
250* Non-Class Lab							
300 Office Facilities							
400 Study Facilities							
500 Special-Use Facilities							
600 General-Use Facilities							
700 Supporting Facilities							
800 Medical-Care Facil.							
900 Residential Facilities							
080 Unassigned Facilities							
Total Campus							

*Including the related service rooms coded as the succeeding multiple of 5.

NOTE: In each line, column 1 should equal the sum of columns 2-7, and should agree with Report Form 1.

Report Form 3: Instruction, Research, and Public Service — By Subject Fields and Organizational Units

Subject Field	(1)	(2)	(3)	(4)	(5)
	Total Net Assignable Sq. Ft.	NASF Assigned to Each Group of Organizational Units			
		(Code 1000)	(Code 2000)	(Code 3000)	(Code 4000)
		Departments of Instruction & Research	Organized Activity Units	Organized Research Units	Public Service Units
100 General or Unclassified					
210 Biological Sciences					
220 Agricultural Sciences					
230 Health Sciences*					
299 General Life Sciences					
310 Mathematical Sciences					
320 Computer Sciences					
330 Physical Sciences					
340 Engineering Sciences					
399 General M.C.P.E. Sciences					
410 Psychology					
420 Social Sciences					
499 General Behavioral Sciences					
510 Fine Arts					
520 Letters					
599 General Humanities					

[Continued on next page]

Report Form 3 — 2nd page

Subject Field	(1) Total Net Assignable Sq. Ft.	(2) NASF Assigned to Each Group of Organizational Units	(3)	(4)	(5)
		(Code 1000) Departments of Instruction & Research	(Code 2000) Organized Activity Units	(Code 3000) Organized Research Units	(Code 4000) Public Service Units
610 Administrative Professions					
620 Education					
630 Environmental Design					
640 Home Economics					
650 Law					
660 Social Work					
670 Theology					
690 Other Professions					
699 General Professions					
700 Technical-Vocational Fields**					
810 Physical Education					
820 Military Sciences					
Total – All Subject Fields					

*Itemized in supplemental Report Form 3-A.
**Itemized in supplemental Report Form 3-B.

NOTE: In each line, column 1 should equal the sum of columns 2-5. The total in column 1 (last line) should be the same as the total in column 2 of Report Form 2.

Report Form 3-A: Supplement to Report Form 3 — Itemized Tabulation of Health Sciences

Subject Field	(1) Total Net Assignable Sq. Ft.	(2) NASF Assigned to Each Group of Organizational Units	(3)	(4)	(5)
		(Code 1000) Departments of Instruction & Research	(Code 2000) Organized Activity Units	(Code 3000) Organized Research Units	(Code 4000) Public Service Units
231 Medicine					
232 Veterinary Medicine					
233 Dentistry					
234 Nursing					
235 Pharmacy					
236 Public Health					
238 Other Health Sciences					
239 General Health Sciences					
Total Health Sciences (Code 230)					

NOTE: In each line, column 1 should equal the sum of columns 2-5. All totals in the last line should be the same as the amounts listed for Health Sciences (Code 230) in the corresponding columns of Report Form 3.

Report Form 3-B: Supplement to Report Form 3 — Itemized Tabulation of Technical-Vocational Fields

	(1)	(2)	(3)	(4)	(5)
		NASF Assigned to Each Group of Organizational Units			
Subject Field	Total Net Assignable Sq. Ft.	(Code 1000) Departments of Instruction & Research	(Code 2000) Organized Activity Units	(Code 3000) Organized Research Units	(Code 4000) Public Service Units
705 Agricultural Technologies					
710 Apparel Design or Fabrication					
715 Business Technologies					
720 Construction Technologies					
725 Engineering & Industrial					
730 Graphic Arts Technologies					
735 Health Technologies					
750 Public Service Technologies					
760 Transportation Technologies					
790 Other Technical-Vocational					
799 General Technical-Vocational					
Total Technical-Vocational (Code 700)					

NOTE: In each line, column 1 should equal the sum of columns 2-5. All totals in the last line should be the same as the amounts listed for Technical-Vocational Fields (Code 700) in the corresponding columns of Report Form 3.

Report Form 4: Floor Areas of Selected Types of Rooms — By Subject Fields

Subject Field	(1)	(2)	(3)	(4)	(5)	(6)	(7)
	Net Assignable Sq. Ft. Assigned to Organizational Units Coded 1000-4999						
	(Room Codes 210 & 215)	(Room Codes 220 & 225)	(Room Codes 230 & 235)	(Room Codes 250 & 255)	(Room Code 300)	(Room Code 400)	(Room Code 700)
	Class Lab	Special Class Lab	Individual Study Lab	Non-Class Lab	Office Facilities	Study Facilities	Supporting Facilities
100 General or Unclassified							
210 Biological Sciences							
220 Agricultural Sciences							
230 Health Sciences*							
299 General Life Sciences							
310 Mathematical Sciences							
320 Computer Sciences							
330 Physical Sciences							
340 Engineering Sciences							
399 General M.C.P.E. Sci.							
410 Psychology							
420 Social Sciences							
499 General Behavioral Sci.							
510 Fine Arts							
520 Letters							
599 General Humanities							

[Continued on next page]

Report Form 4 — 2nd page

Subject Field	(1)	(2)	(3)	(4)	(5)	(6)	(7)
	Net Assignable Sq. Ft. Assigned to Organizational Units Coded 1000-4999						
	(Room Codes 210 & 215	(Room Codes 220 & 225	(Room Codes 230 & 235	(Room Codes 250 & 255	(Room Code 300)	(Room Code 400)	(Room Code 700)
	Class Lab	Special Class Lab	Individual Study Lab	Non-Class Lab	Office Facilities	Study Facilities	Supporting Facilities
610 Admin. Professions							
620 Education							
630 Environmental Design							
640 Home Economics							
650 Law							
660 Social Work							
670 Theology							
690 Other Professions							
699 General Professions							
700 Technical-Vocational**							
810 Physical Education							
820 Military Sciences							
Total — All Subject Fields							

*Itemized in supplemental Report Form 4-A.
**Itemized in supplemental Report Form 4-B.

NOTE: In each column, the total should agree with the corresponding lines in column 2 of Report Form 2.

Report Form 4-A: Supplement to Report Form 4 — Itemized Tabulation of Health Sciences

	(1)	(2)	(3)	(4)	(5)	(6)	(7)
Subject Field	Net Assignable Sq. Ft. Assigned to Organizational Units Coded 1000-4999						
	(Room Codes 210 & 215)	(Room Codes 220 & 225)	(Room Codes 230 & 235)	(Room Codes 250 & 255)	(Room Code 300)	(Room Code 400)	(Room Code 700)
	Class Lab	Special Class Lab	Individual Study Lab	Non-Class Lab	Office Facilities	Study Facilities	Supporting Facilities
231 Medicine							
232 Veterinary Medicine							
233 Dentistry							
234 Nursing							
235 Pharmacy							
236 Public Health							
238 Other Health Sciences							
239 General Health Sciences							
Total Health Sciences (Code 230)							

NOTE: All totals in the last line should be the same as the amounts listed for Health Sciences (Code 230) in the corresponding columns of Report Form 4.

Report Form 4-B: Supplement to Report Form 4 — Itemized Tabulation of Technical-Vocational Fields

Subject Field	(1)	(2)	(3)	(4)	(5)	(6)	(7)
	Net Assignable Sq. Ft. Assigned to Organizational Units Coded 1000-4999						
	(Room Codes 210 & 215) Class Lab	(Room Codes 220 & 225) Special Class Lab	(Room Codes 230 & 235) Individual Study Lab	(Room Codes 250 & 255) Non-Class Lab	(Room Code 300) Office Facilities	(Room Code 400) Study Facilities	(Room Code 700) Supporting Facilities
705 Agricultural Technologies							
710 Apparel Design or Fabrication							
715 Business Technologies							
720 Construction Technologies							
725 Engineering & Industrial							
730 Graphic Arts Technologies							
735 Health Technologies							
750 Public Service Tech.							
760 Transportation Tech.							
790 Other Tech.-Voc.							
799 Gen. Technical-Vocational							
Total Technical-Vocational (Code 700)							

NOTE: All totals in the last line should be the same as the amounts listed for Technical-Vocational Fields (Code 700) in the corresponding columns of Report Form 4.

Report Form 5: Total Campus — By Functions

Function	Net Assignable Square Feet
10 Instruction	
20 Research	
30 Public Service	
40 Library	
50 General Administration & Institutional Services	
60 Auxiliary Services	
70 Non-Institutional Agencies	
80 Unassigned	
Total Campus	

NOTE: For any institution, the total should be the same as the total in Report Form 1.

Ordinarily, for an institution without research or public-service programs, the itemized amounts would be based directly on the totals in Report Forms 2 and 3, as follows:

Code 10: Sum of totals in columns 2 and 3 of Report Form 3.
Code 20: Same as total (i.e., zero) in column 4 of Report Form 3.
Code 30: Same as total (i.e., zero) in column 5 of Report Form 3.
Codes 40-80: Same as totals in columns 3-7, respectively, of Report Form 2.

For an institution with large-scale and complex research and/or public-service programs, the itemized amounts for Codes 10, 20, and 30 should represent not only appropriate allocations of the amounts reported in terms of the organizational units in Report Form 3, but quite possibly also allocations of some of those floor areas to functions coded 40, 50, or 60. Ordinarily, however, there would be no allocations of the amounts in columns 3-5 of Report Form 2 to the functions coded 10, 20, or 30; and the itemized amounts for Codes 70 and 80 would be the same as the totals in columns 6 and 7, respectively, of Report Form 2.

Report Form 6: Each Primary Function — By Subject Fields

Subject Field	(1)	(2)	(3)
	Net Assignable Square Feet Allocated to Each Primary Function		
	(Code 10)	(Code 20)	(Code 30)
	Instruction	Research	Public Service
100 GENERAL OR UNCLASSIFIED	( )	( )	( )
110 General Subject Fields			
120 Unclassified Subject Fields			
199 (All Classroom Facilities)*			
200 LIFE SCIENCES	( )	( )	( )
210 Biological Sciences			
220 Agricultural Sciences			
230 Health Sciences**			
299 General Life Sciences			
300 M.C.P.E. SCIENCES	( )	( )	( )
310 Mathematical Sciences			
320 Computer Sciences			
330 Physical Sciences			
340 Engineering Sciences			
399 General M.C.P.E. Sciences			
400 BEHAVIORAL SCIENCES	( )	( )	( )
410 Psychology			
420 Social Sciences			
499 General Behavioral Sciences			
500 HUMANITIES	( )	( )	( )
510 Fine Arts			
520 Letters			
599 General Humanities			
600 PROFESSIONS**	( )	( )	( )
700 TECHNICAL-VOCATIONAL FIELDS**	( )	( )	( )
800 PHYSICAL EDUCATION & MIL. SCIENCES	( )	( )	( )
810 Physical Education			
820 Military Sciences			
TOTAL — All Subject Fields			

*Standardized organizational-unit coding (i.e., 1199, 2199, 3199, and 4199) of all classroom facilities (room-type codes 110 and 115), irrespective of actual assignment to or occupancy by institutional units (departments, etc.).

**Itemized in supplemental Report Form 6-A.

NOTE: In each column, the total should be the same as the corresponding line of Report Form 5. The itemized amounts for each subject field should represent the detailed correspondences to, or allocations of, the floor areas assigned to organizational units (Report Forms 2 and 3) on which the amounts in the first three lines of Report Form 5 are based.

Report Form 6-A: Supplement to Report Form 6 — Primary Functions by Subject Fields
Health Sciences, Professions, and Technical-Vocational Fields

	(1)	(2)	(3)
Subject Field	Net Assignable Square Feet Allocated to Each Primary Function		
	(Code 10)	(Code 20)	(Code 30)
	Instruction	Research	Public Service
230 HEALTH SCIENCES	( )	( )	( )
231 Medicine			
232 Veterinary Medicine			
233 Dentistry			
234 Nursing			
235 Pharmacy			
236 Public Health			
238 Other Health Sciences			
239 General Health Sciences			
600 PROFESSIONS	( )	( )	( )
610 Administrative Professions			
620 Education			
630 Environmental Design			
640 Home Economics			
650 Law			
660 Social Work			
670 Theology			
690 Other Professions			
699 General Professions			
700 TECHNICAL-VOCATIONAL FIELDS	( )	( )	( )
705 Agricultural Technologies			
710 Apparel Design or Fabrication			
715 Business Technologies			
720 Construction Technologies			
725 Engineering & Industrial Tech.			
730 Graphic Arts Technologies			
735 Health Technologies			
750 Public Service Technologies			
760 Transportation Technologies			
790 Other Technical-Vocational			
799 General Technical-Vocational			

NOTE: The subtotals in parentheses should be the same as the corresponding subtotals in Report Form 6. As in Report Form 6, the itemized amounts should represent the detailed correspondences to, or allocations of, the floor areas assigned to organizational units (Report Forms 2 and 3) on which the amounts in the first three lines of Report Form 5 are based.

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